



**Humboldt
International
University**

Navigating the Future Together!

CATALOG

REACH US ON THE WEB AT:

www.hiuniversity.com

4000 W. Flagler Street, Fifth Floor Miami, Florida 33134

Telephone: 305.448.7454 Fax: 305.476.8430

EMAIL: info@humboldtui.com

**SEPTEMBER 2023
Volume: 09/MMXXIII**

TABLE OF CONTENTS

<u>SECTION</u>	<u>TITLE</u>	<u>PAGE NUMBER</u>
1	GENERAL INFORMATION	
1.01	Mission Statement	5
1.02	Vision Statement	5
1.03	Ownership and Governing	5
1.04	Description of Facilities	5
1.05	Licensure	5
1.06	Organizational Chart	5
1.07	University Staff	6
1.08	University Faculty	6
1.09	Instructional Effectiveness	10
1.10	Courses Taught in Language other than English	10
1.11	Class Schedule	10
1.12	Campus Security	11
1.13	Educational Philosophy	11
1.14	International Relations	11
1.15	Academic Calendar	11
1.16	Disclaimer – Catalog	13
1.17	Disclaimer – Non-Discrimination Policy	13
1.18	Disclaimer – Rights Reserved	13
1.19	Disclaimer – Office Hours	14
1.20	Glossary	14
1.21	Minimum Technology Requirements for Students	16
1.22	Institutional Outcomes, Goals, and Strategic Initiatives	17
1.23	Goals and Strategic Initiatives	17
2	ADMISSIONS INFORMATION	
2.01	General Requirements	18
2.02	Admissions Procedures	19
2.03	Student’s Rights and Responsibilities	22
2.04	Evaluation of Transcripts & Degrees from Foreign Institutions	22
2.05	English Proficiency Test	23
2.06	Undergraduate Program Requirements	24
2.07	Graduate Program Requirements	24
2.08	Transcripts and Documentation Evaluation (Transfer and/or Qualified Students)	25
2.09	Transferability of Credits	26
2.10	Degree Programs in Other Language Track	26
2.11	Doctoral Admittance Requirements	26
2.12	Student Identity Verification Policy	27
2.13	Validating High School Diplomas	27
2.14	Use of Recruitment Materials	28
3	FINANCIAL INFORMATION	
3.01	Financial Assistance	31
3.02	Tuition and Fees	31

3.03	Scholarships	32
3.04	Payment Plans	33
4	CANCELLATION, REFUND & WITHDRAWAL POLICIES	
4.01	General Information	36
4.02	Cancellation Policy	36
4.03	Refund Policy	37
4.04	Withdrawal Policy	38
5	STUDENT SERVICES INFORMATION	
5.01	Technology Support	39
5.02	Virtual Library	39
5.03	Academic Advising	39
5.04	Encouragement of Students	39
5.05	Student Records	40
5.06	Right to Revise	40
5.07	Student Complaint and Grievance Policy	40
5.08	Student Grievance Letter	41
5.09	Employment Assistance	41
5.10	Alumni Services	41
5.11	Disability Accommodation Policy	41
5.12	Disability Accommodation Form	43
5.13a	Verification of Employment	44
5.13b	Verification of Employment – Template	47
5.14	Grievance Policy for Employees	47
6	ACADEMIC INFORMATION	
6.01	Internal Credit Transfers	48
6.02	Attending in an E-Learning Environment	48
6.03	Make-Up Work	49
6.04	Leave of Absence	49
6.05	Transferring Students into the University	50
6.06	Withdrawal from Courses	50
6.07	Suspension or Dismissal from the University	50
6.08	Grounds for Termination	50
6.09	Re-enrollment	50
6.10	Academic Transcript and Diploma	51
6.11	Graduation Requirements	51
6.12	Graduation with Honors	51
6.13	Apostille	51
6.14	Student Conduct and Integrity	52
6.15	Family Educational Rights and Privacy Act (FERPA)	52
6.16	Copyright	52
6.17	Plagiarism	53
6.18	Netiquette	53
6.19	Reservation as to Program / Course Changes	54
6.20	Repeat Coursework	55
6.21	Academic Probation	55
6.22	Instructor/Student Ratio	55

6.23	Record Keeping	55
6.24	Credit for Previous Training	55
6.25	Competency-Based Courses Accreditation Credits	56
6.26	Requesting Tutoring	57
7	E-LEARNING ENVIRONMENTS & ACADEMIC INFORMATION	
7.01	HIU Learning Model	59
7.02	Quality of Education	61
7.03	Student Responsibility and Duties	62
7.04	Mastering E-Learning Orientation	62
7.05	Advisory Board	63
7.06	Competencies and Learning Outcomes	63
7.07	Curriculum and Instructional Design	65
7.08	Credit Hour Definition	70
7.09	Course Numbering System	71
7.10	How to Conduct Courses	72
7.11	Grading System	73
7.12	Standards of Academic Progress (SAP)	74
7.13	SAP Terminology	75
7.14	Faculty Qualifications	76
7.15	Examination & Evaluation of Student Work	77
7.16	The Proctoring Process	77
7.17	Timely Response to Students' Questions and Comments	78
7.18	Procedures for Distribution of Materials	78
8	TECHNOLOGY ECOSYSTEM INFORMATION	
8.01	Ecosystem Overview	79
8.02	Student Credentials	79
8.03	Access to the Working Platform	79
8.04	Student Information Platform	79
8.05	Learning Management System	79
9	HIU DEGREE PROGRAMS	
9.01	Undergraduate Degree Programs	80
9.01.1	Associate of Science in Business Administration	81
9.01.2	Associate of Science in Information Technology	83
9.01.3	Bachelor of Science in Business Administration	85
9.02	Graduate Degree Programs	88
9.02.1	Master of Science in Business Administration	89
9.02.2	Master of Science in Organizational Leadership	92
9.02.3	Doctor of Business Administration	94
9.02.4	Doctor of Education	96
10	COURSE DESCRIPTIONS	
10.01	General Education Courses	98
10.02	Undergraduate Courses	100
10.03	Masters Courses	108
10.04	Doctorate Courses	113
Appendix A	Student Grievance	118

1 GENERAL INFORMATION

1.01 *MISSION STATEMENT*

Humboldt International University offers quality undergraduate and graduate online degrees and professional development programs that promote student learning and achievement in a real context, competency-based, problem-solving, project development, student-centered model.

1.02 *VISION STATEMENT*

The vision of **Humboldt International University** is to establish a space of excellence for the development of the attitudes and skills needed to respond to the challenges posed by the new social and technological dynamics. Our future work is focused on international networking development with other autonomous institutions to create a synergy to provide better educational services to more students in the global environment considering local needs.

1.03 *OWNERSHIP AND GOVERNING*

Humboldt International University is a d/b/a of Alexander Humboldt University LLC; a 100% online University founded in 2012 to offer educational degree opportunities to higher education that enable students to develop knowledge and skills necessary to achieve their professional goals, improve the performance of their organizations, and provide leadership and service to their communities. The city of Miami was chosen as the site for our Campus because of its multicultural setting and its ever-increasing economic base. Its faculty and student body resides mainly outside of the United States. **HIU** started its first class on June 2013, and our motto is, “Navigating the Future Together.”

1.04 *DESCRIPTION OF FACILITIES & EQUIPMENT*

Humboldt International University (HIU), business/headquarters office, is located at 4000 W. Flagler Street, Fifth Floor, Miami, Florida 33134, Telephone: 1.305.448.7454, Fax: 1.305.476.8430 and Email: info@humboldtiiu.com. Business hours from Monday to Friday from 0900 – 1700hrs, (9 am to 5 pm Miami time) for Staff personnel. The University is a completely online delivery platform. The delivery is either synchronous and/or asynchronous, and since HIU is a 100% online university it is available 24 hours a day via a computer internet connection.

1.05 *LICENSURE*

The University is licensed by the Commission for Independent Education, Florida Department of Education. License #5000 approved June 2013. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number 1. (888) 224-6684

1.06 *ORGANIZATIONAL CHART*

Humboldt International University can provide any student with a copy of its Organization Chart to show the various channels of communication. The purpose is to inform students to whom they report or to whom they should report various actions or activities, and consequently, to avoid confusion and low productivity. A student must contact the Registrar via phone, fax, email, or in person and request a copy.

German L. Prieto	President
José Vázquez	Vice-President
Dariena Pérez	Executive Assistant
Carlos Montes de Oca	Executive Director
Javier Garcia	Academic Dean
	Instructional Design Coordinator
Manuel Prieto	Research Coordinator
Jose J. Andux	E-Learning Ecosystem Coordinator
Mary O'Dell	Librarian
Arthur Reyes	Director of Administration
Sindy Martinez	Registrar
Ana Almira	Admissions Representative
Sandra Gomez	Student Service Director
Evelys Gonzalez	Administrative/Financial Assistant

1.07 **UNIVERSITY STUDENTS**

The students at **Humboldt International University (HIU)** are a mixture of individuals from over thirty-five countries. Many have selected **HIU** for its diversity of culture, educational credibility, Research capabilities, and future employment prospects. **HIU** offers programs from Associate to Doctoral degrees in Business Administration, Information Technology, Organizational Leadership and Education. As a 100% online educational institution the senior management has over 60 years' experience in the educational field not only in the United States, but in countries like Spain, Panama, and Venezuela. **HU** motto is, "Navigating the Future Together!"

1.08 **UNIVERSITY FACULTY**

Most of our faculty are contractual employees. Many reside overseas. All forms of communication are performed via Google Suite, in particular Google Meet and Classroom. Training and administrative requirements are also performed in this manner. Turnover is a fact of life, and with that in mind this list fluctuates as the need arises. It is the responsibility of the Academic Dean to maintain both active and substitute list of instructors current. It is the responsibility of the Director of Administration to post the active instructors on both the catalog and website on a yearly basis.

Alfonzo, Jenia

PhD., Curriculum and Instruction, University of Tennessee, Knoxville
MS, Curriculum and Instruction, University of Wisconsin, Madison

Bergallo, Jorge

PhD., Political Science, Universidad de Belgrano, Buenos Aires, Argentina
MS, International Relations, Universidad de Belgrano, Buenos Aires, Argentina
B.A., History, Universidad Nacional de Mar del Plata, Buenos Aires, Argentina

Bigai, Eliana

Ed.D., Latin American and Caribbean University, Valencia, Venezuela
MS, Biochemistry, Andres Bellow Catholic University, Caracas, Venezuela
MS, Distance Education in E-Learning, Caribbean International University, Curacao

Camarena, Thelma

EdD., Universidad Nacional Pedro Henriquez Urena, Santo Domingo, Dominican Republic
MS, University Management, Universidad Alcala de Henares, Madrid, Spain

Carles, Daniel

MBA, Marketing, Universidad Autonoma de Madrid, Madrid, Spain
B.S., Mass Media, Communications, and Journalism; Universidad Catholica Andres Bello,
Madrid, Spain

Christopher, Diomedes

EdD., Nova Southeastern University, Ft. Lauderdale, Florida
MBA, University of Puerto Rico, San Juan, Puerto Rico
M.S., Higher Education, Insituto Tecnologico de Santo Domingo, Santo Domingo, Dominican
Republic
B.S., Psychology, Universidad Autonoma de Santo Domingo, Santo Domingo, Dominican
Republic

Coton, Carlos

DBA, International Studies, Nova Southeastern University, Ft. Lauderdale, Florida
M.S., Adult Education Administration, and Human Resource Development, Florida International
University, Miami, Florida
B.A., English, Florida International University, Miami, Florida

Edel, Ruben

PhD., Psychology, Universidad Iberoamericana, Mexico City, Mexico
M.S., Education, Tecnologico de Moneterrey, Obregon, Mexico
B.S., Psychology, Universidad Autonoma del Estado de Mexico, Toluca, Mexico

Fernandez, Viviana

PhD., Library and Information Science, Universidad Carlos III de Madrid, Madrid, Spain
B.S., Library and Information Science, Universidad de la Havana, Havana, Cuba

Garcia, Javier

PhD., Mechanical Engineering, Donetsk State University of Technology, Donetsk, Ukraine
M.S., Mechanical Engineering, Donetsk State University of Technology, Donetsk, Ukraine

Garcia, Tatiana

MBA., Humboldt International University, Miami, Florida
M.S., Economics, Donetsk State National Technical University, Donetsk, Ukraine
M.A., French Language, and Literature, Donetsk State University, Donetsk, Ukraine

Ivannikova, Maryna

PhD., Economics, Kyiv National Economic University, Kyiv, Ukraine
M.S., Finance, Poltava University of Economics and Trade, Kyiv, Ukraine
M.A., Philology, Luhansk Taras Shevchenko National University, Starobelsk, Ukraine

Johnson, John

PhD., Intercultural Education, Biola University, La Mirada, California
M.A., Human Resource Leadership, Azusa Pacific University, Los Angeles, California
B.A., Theology, Bible Missionary Institute, Rock Island, Illinois

Martinez, Rene

PhD., Optical Physics, University of Guanajuato, Guanajuato, Mexico
M.S., Mathematics, University of West Florida, Pensacola, Florida
M.S., Physics, University of Havana, Havana, Cuba
M.S., Digital Systems, University of Havana, Havana, Cuba

Montes, Jose

EdD., Humboldt International University, Miami, Florida
M.A., Spanish as a Second Language, Universidad de Alcalá de Henares, Madrid, Spain
M.A., English as a Second Language, University of Miami, Miami, Florida
B.A., Spanish Language and Literature, Universidad de la Habana, Havana, Cuba
B.S., Economics, Universidad de la Habana, Havana, Cuba

Muniz, Lilian

PhD., Applied Mathematics, University Paul Sabatier Toulouse III, Toulouse, France
M.S., Mathematical Science, University of Havana, Havana, Cuba
B.S., Mathematics, University of Havana, Havana, Cuba

Orozco, Eduardo

DBA., Humboldt International University, Miami, Florida
M.S., Competitive Intelligence, Higher Institute of Technology and Applied Science, Havana, Cuba
M.S., Nuclear Reactor Physics, Institute of Nuclear Physics, Havana, Cuba
B.S., Physics, University of Havana, Cuba

Paientko, Tetiana

PhD., Economics, National University of the State Tax Service, Irpin, Ukraine
D.S., Finance, Kyiv National Economic University, Kyiv, Ukraine
M.S., Auditing and Accounting, Kyiv National Economic University, Kyiv, Ukraine
B.S., in Auditing and Accounting, Kyiv National Economic University, Kyiv, Ukraine

Pech, Silvia

PhD., in Education University Complutense of Madrid, Spain
Ed.D., Autonomous University of Yucatán, Merida, Mexico
B.S., Psychology, Autonomous University of Yucatan, Merida, Mexico

Prieto, Edgar

PhD., Management Sciences, Dr. Rafael Beloso Chacin University, Maracaibo, Venezuela
M.S., Human Resources Management, Dr. Rafael Beloso Chacin University, Maracaibo, Venezuela

Prieto, Manuel

PhD., Mathematics and Computing, Universidad de la Havana, Havana, Cuba
B.S., Applied Mathematics and Computer Science, Universidad de La Habana, Havana, Cuba

Reyes, Arthur

M.B.A., International Business, St. Thomas University, Miami, Florida
B.S., Technical Management, Regis University, Denver, Colorado
A.A., in General Studies, Pikes Peak Community College, Colorado Springs, Colorado

Sanko, Hannah

M.S., Accounting and Audit, Kyiv National Economic University, Kyiv, Ukraine
B.A., Economics, Kyiv Mohyla Academy University, Kyiv, Ukraine

Shah, Fatima

PhD., Constitutional Law, Santa Maria University, Caracas, Venezuela
J.D., Flowery Institute of United States of America
M.S., Virtual Learning Environments, University of Panama, Panama City, Panama

Suarez, Ariadna

M.S., Human Resource Management, Nova Southeastern University, Ft. Lauderdale, Florida
B.S., Florida International University, Miami, Florida

Torres, Yadira

PhD., Applied Mathematics, Carlos III University of Madrid, Madrid, Spain
M.S., Information Technology, Carlos III, University of Madrid, Madrid, Spain
B.E., Computer Science, University of Computer Sciences, Havana, Cuba

Ulloa, Rosa

PhD., Information Technology, Universidad de Guadalajara, Guadalajara, Mexico
Ms.C, Higher Education Management and Policies, Universidad de Guadalajara, Guadalajara, Mexico
B.Ed., Universidad de Guadalajara, Guadalajara, Mexico

Valdes, Angel

D.S., Center for Studies in Food and Development, Herosillo, Mexico
M.S., Higher Education, Autonomous University of Yucatan, Merida, Mexico

Varela, Tatiana

M.S., Higher Education Administration, Florida International University, Miami, Florida

Verde, Sandra

PhD., Distance Learning, Interamerican Educational University of Panama, Panama City, Panama

1.09 ***INSTITUTIONAL EFFECTIVENESS***

The dynamism and fluidity of current trends and those yet unimagined will continue to influence and shape higher education's future. The degree to which institutions can harness their resources to achieve their objectives will depend upon the clarity of these objectives and the institution's willingness to set priorities and solve its problems. This requires assessing status, designing a change process, developing, and educating senior leaders, and the obligation and nimbleness to make a significant widespread change at all levels.

1.10 ***COURSES TAUGHT IN LANGUAGE OTHER THAN ENGLISH***

Humboldt International University offers programs/courses in Spanish and English. A candidate must identify which language track (English or Spanish) they wish to take their program in. The mastery of more than one language offers the options for greater employment opportunities. A native Spanish-speaking student can take their program entirely in Spanish. If the candidate desires to take a course in English, they must:

- a. Submit a request to the Registrar,
- b. Final approval is the Dean of Academic,
- c. Pass the English Proficiency Test as outlined in sub-paragraph 2.4,
- d. All assessments during the course will be performed in English.
- e. If the student fails, the course can be repeated in the original language.

Disclaimer: Pursuant to Chapter 6, Florida Administrative Code, Section 6E-2.004 Standards and procedures for Licensure, Subsection (11) Standard 11: Publication and Advertising, Sub-Subsection (b) Catalog, Point ee. - **If the institution offers courses/programs taught in any language other than English**, then the catalog must contain the following disclosure: **COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED**

1.11 ***CLASS SCHEDULE***

Humboldt International University is in session throughout the year except for United States holidays as shown below. The University offers five (5) Semesters per academic year. Each Semester consists of eight (8) weeks. The University observes the following United States holidays for Faculty and Students:

Martin Luther King's Day	President's Day	Good Friday
Memorial Day	Independence Day	Labor Day
Veteran's Day	Thanksgiving Day	Day after Thanksgiving
Christmas Recess		

1.12 **CAMPUS SECURITY**

The institution is providing the following information to all its staff and faculty as part of **Humboldt International University's (HIU)** commitment to safety and security pursuant to the requirements of the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Because HIU is co-located with **New Professions Technical Institute (NPTI)** it shares the same information. The Campus Security Report is posted throughout the facility for everyone's review. This report is updated annually in January of each year. You may find our information in the Crime Statistics on the National Center for Education Statistic's College Navigator website. The National Center for Education Statistics (NCES) is the primary federal entity for collecting and analyzing data related to education in the U.S. and other nations.

NCES is located within the U.S. Department of Education and the Institute of Education Sciences.

<http://nces.ed.gov/collegenavigator/?q=new+professions+technical+institute&s=all&id=434469#crime>

1.13 **EDUCATIONAL PHILOSOPHY**

The educational philosophy of **Humboldt International University** is to establish a space of excellence for the development of the proper attitudes needed to respond to the challenges posed by the new social and technological dynamics. Our future work is focused on networking with other autonomous institutions to create a synergy to provide better educational services to more students in the global environment considering regional needs.

1.14 **INTERNATIONAL RELATIONS**

Humboldt International University maintains collaboration agreements with more than thirty-five (35) institutions in seven (7) countries. The main objectives of the internationalization policy of the **Humboldt International University** are:

- The institutional strengthening of universities that aspire to develop models of virtual learning.
- The transfer of knowledge through distance learning to face-to-face higher education groups in situations of difficult access.
- Training and research in distance learning by means of the HIU methodology.
- The teaching of the English language in a virtual environment.

1.15 **ACADEMIC CALENDAR**

Winter

BEGINNING OF TERM	January 9, 2023
LAST ADD/DROP DAY	January 23, 2023
LAST DAY OF CLASS	March 3, 2023

Spring

BEGINNING OF TERM	March 20, 2023
LAST ADD/DROP DAY	April 3, 2023
LAST DAY OF CLASS	May 12, 2023

Summer

BEGINNING OF TERM
LAST ADD/DROP DAY
LAST DAY OF CLASS

May 29, 2023
June 12, 2023
July 21, 2023

Fall I

BEGINNING OF TERM
LAST ADD/DROP DAY
LAST DAY OF CLASS

August 7, 2023
August 21, 2023
September 29, 2023

Fall II

BEGINNING OF TERM
LAST ADD/DROP DAY
LAST DAY OF CLASS

October 16, 2023
October 30, 2023
December 8, 2023

Winter

BEGINNING OF TERM
LAST ADD/DROP DAY
LAST DAY OF CLASS

January 8, 2024
January 22, 2024
March 1, 2024

Spring

BEGINNING OF TERM
LAST ADD/DROP DAY
LAST DAY OF CLASS

March 18, 2024
April 1, 2024
May 10, 2024

Summer

BEGINNING OF TERM
LAST ADD/DROP DAY
LAST DAY OF CLASS

May 27, 2024
June 10, 2024
July 19, 2024

Fall I

BEGINNING OF TERM
LAST ADD/DROP DAY
LAST DAY OF CLASS

August 5, 2024
August 19, 2024
September 27, 2024

Fall II

BEGINNING OF TERM
LAST ADD/DROP DAY
LAST DAY OF CLASS

October 14, 2024
October 28, 2024
December 6, 2024

Winter

BEGINNING OF TERM
LAST ADD/DROP DAY
LAST DAY OF CLASS

January 6, 2025
January 20, 2025
February 28, 2025

Spring	
BEGINNING OF TERM	March 17, 2025
LAST ADD/DROP DAY	March 31, 2025
LAST DAY OF CLASS	May 9, 2025
Summer	
BEGINNING OF TERM	May 26, 2025
LAST ADD/DROP DAY	June 9, 2025
LAST DAY OF CLASS	July 18, 2025
Fall I	
BEGINNING OF TERM	August 4, 2025
LAST ADD/DROP DAY	August 18, 2025
LAST DAY OF CLASS	September 26, 2025
Fall II	
BEGINNING OF TERM	October 13, 2025
LAST ADD/DROP DAY	October 27, 2025
LAST DAY OF CLASS	December 5, 2025

1.16 ***Disclaimer – Catalog***

This catalog is published for informational purposes. Although every attempt is made to ensure accurate information, the information provided should be used only as a reference and planning tool. While students are governed by the catalog that is in effect in the academic year in which they enter, students should not assume that a catalog is a contract between **Humboldt International University** and students.

Trustees of **Humboldt International University** reserve the right to change, at any time, without notice, graduation requirements, fees and other charges, curriculum, course structure, and content, and other such matters as may be within its control, notwithstanding any information set forth in this catalog. Students should always consult with their college advisors to confirm all information.

1.17 ***Disclaimer – Non-Discrimination Policy***

Humboldt International University will not discriminate in its programs and activities based on race, color, religion, national origins, sex, age, ancestry, marital status, sexual orientation, arrest record, military status, or unfavorable military discharge, physical or mental handicap or disability.

1.18 ***Disclaimer – Rights Reserved***

The President and officers of **Humboldt International University** reserve the right to change information, regulations, requirements, and procedures announced in this catalog; to change the requirements for admission, graduation, or degrees; to change the arrangements, scheduling, credit, or content of courses; and to change the fees listed in this catalog. The University reserves the right to refuse to admit or readmit any student at any time should it be deemed necessary in the interest of the student or of the University to do so and to require the withdrawal of any student at any time who fails to give satisfactory evidence of academic ability, the earnestness of purpose, or active cooperation in all requirements for the acceptable scholarship.

1.19 *Disclaimer – Office Hours*

Staff office hours are Monday – Friday from 0900 – 1700hrs, (9 am to 5 pm EASTERN STANDARD TIME Miami Time). Communication from staff to faculty and/or students has a maximum turnaround time of 24 – 48 hours. The primary mode of communication is via email. The secondary mode of communication is via the telephone. The University switchboard number is (305) 440-7454, and the fax number is (305) 476-8430. The University website is www.hiuniversity.com. Professors are required to add in their course syllabus their “Office Hours” which should be detailed as to when they are available for student interaction via social media like: Zoom, Google Meet, and any other app approved and shared by faculty and students. The time zone to be used shall be standard to reflect EASTERN STANDARD TIME (Miami Time) so that there is no confusion as to the location of the professor and student.

1.20 *GLOSSARY*

Academic support: This category of college expenditures includes expenditures for support services that are an integral part of the institution’s primary missions of instruction, research, or public service. It also includes expenditures for libraries, galleries, audio/visual services, academic computing support, ancillary support, academic administration, personnel development, and course and curriculum development.

Active Student: A student who is taking a course.

Active Stand-by Student: A student who is on the active rolls but is not taking a course.

Associate degree: A degree granted for the successful completion of a sub-baccalaureate program of studies, usually requiring at least 2 years (or equivalent) of full-time college-level study. This includes degrees granted in a cooperative or work-study program.

Bachelor’s degree: A degree granted for the successful completion of a baccalaureate program of studies, usually requiring at least 4 years (or equivalent) of full-time college-level study. This includes degrees granted in a cooperative or work-study program.

Credit: The unit of value, awarded for the successful completion of certain courses, intended to indicate the quantity of course instruction in relation to the total requirements for a diploma, certificate, or degree. Credits are frequently expressed in terms such as “Carnegie units,” “semester credit hours,” and “quarter credit hours.”

Degree: An award conferred by a college, university, or other postsecondary education institution as official recognition for the successful completion of a program of studies. Refers specifically to associates or higher degrees conferred by degree-granting institutions. See also Associate degree, Bachelor’s degree, Master’s degree, and Doctor’s degree.

Distance Education: Education that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously.

Technologies used for instruction may include the following: Internet; one-way and two-way transmissions through open broadcasts, closed circuit, cable, microwave, broadband lines, fiber optics, and satellite or wireless communication devices; audio conferencing; and DVDs and CD-ROMs, if used in a course in conjunction with the technologies listed above.

Doctor's degree: The highest award a student can earn for graduate study. Includes such degrees as the Doctor in Education (Ed. D); Doctor of Juridical Science (S.J.D.); Doctor of Public Health (D.Ph.); and Doctor of Philosophy (Ph.D.) in any field, such as agronomy, food technology, education, engineering, public administration, ophthalmology, or radiology. The doctor's degree classification encompasses three main subcategories—research/scholarship degrees, professional practice degrees, and other degrees—which are described below.

Doctor's degree—professional practice: A doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least 6 full-time-equivalent academic years. Some doctor's degrees of this type were formerly classified as first professional degrees. Examples of this type of degree may include the following and others, as designated by the awarding institution: the D.C. or D.C.M. (in chiropractic); D.D.S. or D.M.D. (in dentistry); L.L.B. or J.D. (in law); M.D. (in medicine); O.D. (in optometry); D.O. (in osteopathic medicine); Pharm.D. (in pharmacy); D.P.M., Pd.D., or D.P. (in podiatry); or D.V.M. (in veterinary medicine).

Enrollment: The total number of students registered in a given school unit at a given time, generally in the fall of a year. At the postsecondary level, separate counts are also available for full-time and part-time students, as well as full-time-equivalent enrollment. See also Full-time enrollment, Full-time-equivalent (FTE) enrollment, and Part-time enrollment.

Graduate: An individual who has received formal recognition for the successful completion of a prescribed program of studies.

Graduation: Formal recognition given to an individual for the successful completion of a prescribed program of studies.

High School Diploma: A formal document regulated by the state certifying the successful completion of a prescribed secondary school program of studies. In some states or communities, high school diplomas are differentiated by type, such as an academic diploma, a general diploma, or a vocational diploma.

Limited-English proficient: Refers to an individual who was not born in the United States and whose native language is a language other than English, or who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency.

It may also refer to an individual who is an immigrant, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual the ability to meet the state's proficient level of achievement on state assessments as specified under the No Child Left Behind Act, the ability to successfully achieve in classrooms where the language of instruction is English, or the opportunity to participate fully in society. See also an English language learner.

Master's degree: A degree awarded for successful completion of a program generally requiring 1 or 2 years of full-time college-level study beyond the bachelor's degree. One type of master's degree, including the Master of Arts degree, or M.A., and the Master of Science degree, or M.S., is awarded in the liberal arts and sciences for advanced scholarship in a subject field or discipline and demonstrated ability to perform scholarly research. The second type of master's degree is awarded for the completion of a professionally oriented program, for example, an M.Ed. in education, an M.B.A. in business administration, an M.F.A. in fine arts, an M.M. in music, an M.S.W. in social work, and an M.P.A. in public administration. Some master's degrees—such as divinity degrees (M.Div. or M.H.L./Rav), which were formerly classified as “first-professional”—may require more than 2 years of full-time study beyond the bachelor's degree.

Private for-profit institution: An institution in which the individual(s) or agency in control receives compensation other than wages, rent, or other expenses for the assumption of risk (e.g., proprietary schools).

Racial/ethnic group: Classification indicating general racial or ethnic heritage. Race/ethnicity data are based on the *Hispanic* ethnic category and the race categories (five single-race categories, plus the two or more races category). Race categories exclude persons of Hispanic ethnicity unless otherwise noted.

Retention in grade: Retaining a student in the same grade from one school year to the next.

Retention rates: Measure the percentage of first-time, full-time undergraduate students who return to the same institution the following fall, and graduation rates measure the percentage of first-time, full-time undergraduate students who complete their program at the same institution within a specified period

Student: An individual for whom instruction is provided in an educational program under the jurisdiction of a school, school system, or other educational institution. No distinction is made between the term “student” and “pupil,” though “student” may refer to one receiving instruction at any level while “pupil” refers only to one attending school at the elementary or secondary level. A student may receive instruction in a school facility or in another location, such as at home or in a hospital. Instruction may be provided by direct student-teacher interaction or by some other approved medium such as television, radio, telephone, and correspondence.

1.21 MINIMUM TECHNOLOGY REQUIREMENTS FOR STUDENTS

All students are required to have regular and reliable access to a computing device like a regular desktop on an electronic tablet, or a mobile phone, no more than 5 years old, and Internet Access with 3.2 Mbps of bandwidth.

The device must be able to run a Chrome web browser with cookies and JavaScript enabled. The device must have a camera or webcam, and a screen of at least 5", with speakers (internal or external) and a microphone (internal or external). The University provides cloud storage.

Hardware

- PC Desktop, Tablet or Laptop.
- CPU Processor Dual Core or faster.
- Memory (RAM) 4 GB or more.
- Internet connection Wi-Fi or Wired. (Internet access)
- Web Camera (1.3 megapixel or more)
- Printer. (Optional)

Software

- Computer with any kind of operating system such as Mac OSx, Windows XP or later, Linux or Android.
- Internet browser: Safari, Internet Explorer 8x or later, Microsoft Edge, Mozilla Firefox, or Google Chrome. (Any other browser may work but some resources cannot work properly)
- Internet access, high-speed connection is strongly recommended.
- A word processing software program, such as Microsoft Word or Write from Apache Open Office.
- Adobe Acrobat Reader to open and save PDF files or any other similar PDF viewer.
- Virus detection software must be installed and kept up to date.

1.22 INSTITUTIONAL OUTCOMES, GOALS, AND STRATEGIC INITIATIVES

Our Institutional Outcomes based on the indicators selected by the National Center for Education Statistics in the online mode are:

1. Maintain a retention rate above 75%
2. Maintain a graduation rate above 75%
3. Maintain a student/teacher ratio of no more than 20
4. Maintain a GPA above 2.5 in all academic programs
5. Keep the institution's drop below 15%

1.23 GOALS AND STRATEGIC INITIATIVES

Considering the institutional outcomes statements that define what the organization is trying to accomplish, HIU aims at developing the following goals and strategic initiatives from 2017 and beyond:

1. Education Offerings expansion
2. Administrative Operations Enhancement
3. Technology Ecosystem streamlining
4. Financial Stability strengthening
5. Marketing and Promotion diversification

2.01 GENERAL REQUIREMENTS

The university policies and procedures are aligned with the needs of adult students who typically enroll in online programs. Many students will have accumulated transfer credits from previously completed college courses, credit by examination, military training, or professional coursework. The shared goal is to maximize the number of transfer credits into HIU programs to ensure that the student is not paying multiple times for comparable credits previously earned. To be granted admission to HIU, a prospective student must interview with the HIU admissions Coordinator either in person or online. The candidate must complete an application for admission. In addition, all other general and specific admission requirements must be met, including those regarding age, prior education, and evaluation of proficiency in the college-level skills needed for coursework in the chosen field of study. Once HIU accepts the application paperwork, applicants are provisionally admitted, pending satisfaction of all remaining admission conditions.

Applicants with prior post-secondary attendance must provide official transcripts, submitted directly from the granting institution(s), indicating all previous work. Students requesting transfer credit for prior post-secondary education must submit official transcripts before credits are awarded. An unofficial evaluation of transfer credit may be provided pending receipt of official transcripts. Students qualifying for educational transcripts must come from an appropriately accredited institution. United States based education must be from an institution that is accredited by an accrediting agency that is approved by the U.S. Department of Education and/or the Council for Higher Education Accreditation. Prior education completed outside of the United States must be completed at similarly accredited/approved institutions, according to the accreditation or approval process in place for the country of origin.

International or homeschooled applicants must provide an authenticated program completion document issued by a governmental authority or school supervisor. The document(s) will be reviewed by the HIU Registrar and must attest to the successful completion of a program considered to be equivalent to an accredited high school diploma or GED certificate. Students who wish to enroll in English courses and programs must be native English speakers or meet the criteria of the English Proficiency Test policy below. Students who wish to enroll in Spanish courses and programs must be native Spanish Speakers.

HIU reserves the right to deny admission to any applicant and to change entrance requirements without prior notice. Applicants are notified of their admission acceptance or denial in writing. The review process generally takes up to 10 days, unless there are special circumstances that require follow-up with the applicant. Applicants wishing to enroll in courses for personal or professional enrichment, but who do not intend to pursue a program of study, must apply for admission, demonstrate they possess the requisite skills and competencies for the intended coursework, and meet requirements outlined in the admissions process; an academic administrator will evaluate applicants' status by appropriate means.

Applicants who did not demonstrate the college-level skills required for the chosen program or who failed to meet HIU's standards of academic progress may not enroll as non-matriculated students.

2.02 ADMISSIONS PROCESS

Humboldt International University (HIU) requires a High School diploma, domestic or international, or the equivalent General Education Diploma (GED) for admissions. Documented proof of high school graduation or its equivalent must include an official high school transcript, of GED high school transcript from the office of the Registrar of the school, and/or written certification by a cognizant authority for home-schooled students. If the previous educational institution does not provide a transcript, the student must have their original copy with an Apostille government stamp sent as proof of completion. A copy will be made by the admissions staff and the original will be sent back to the potential student at their expense.

According to Title IX of the Education Amendments of 1972, no person in the United States shall, based on sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal Financial Assistance. Qualified applicants are accepted regardless of their race, color, sex, religious beliefs, physical handicap, or national origin.

To apply for admissions, the prospective applicant must make an appointment to meet (online or in person) with the university's Admissions representative who will provide all the necessary information related to the University and the program of study under consideration. The following are documents that candidates must present to the Admissions department prior to being admitted into any program offered.

For Domestic candidates they must present the following –

- All applicants must be 18 years old or older.
- Complete Admission Form
- Two (2) photo ID's
- Submit official transcripts and a copy of the diploma from a previous educational institution in a sealed envelope addressed to the Registrar or Admissions rep.
- Social Security card
- For Graduate Students – they must submit a current Resume.

For International candidates they must present the following –

- Complete Admission Form
- Foreign transcripts must be evaluated by an approved third-party evaluation agency and the evaluation must be received directly from that agency. The transcript and diploma must be translated into English by a State of Florida authorized translator. A receipt provided by a third-party evaluation agency acts as evidence that the candidate has sent their transcript for translation.
- If the candidates wish to receive their courses in English, they will need to pass the English Proficiency Test, refer to subsection 2.05 in the catalog.

- An international candidate shall be allowed no more than a 10 weeks “Grace Period” to receive the course “Mastering E-Learning (no credits) while waiting for their official translation to arrive from the third-party evaluation agency. If the translated documents takes longer than 10 weeks to arrive the candidate cannot start any official classes until then.
- Identification documentation that includes at least two of the following:
 - Passport
 - Employment Authorization Card
 - Driver’s License
 - State Identification card
 - Social Security Card (if applicable)
 - Alien Resident Card/Alien Parole (if applicable)
 - Birth Certificate/Naturalization Certificate (if applicable)
- Updated resume (graduate applicants only)

Collected documents are reviewed using the “Admissions and Enrollment Disclosure Checklist” which becomes part of students’ permanent digital record in the University’s Student Information System. Upon completion of the requirements, the applicant must sign an Enrollment Agreement in the desired program. Applicants are informed of their acceptance within three (3) business days after all required information is received and qualifications evaluated. The requirements documents need to be sent to the admissions office or by email to: admissions@humboldt.edu

Once all documents are verified, the Admissions representative will then prepare a student file folder. The first document is entitled, “Admissions and Enrollment Disclosure Checklist.” When documents are received the admissions coordinator shall check off the corresponding box. Not until all the boxes are checked off can a student be allowed to start the desired program.

Below is an example of the “Admissions and Enrollment Disclosure Checklist” used by the Admission’s department for each student file folder.



Admissions and Enrollment Disclosure Checklist

Student Name: _____

Student Program: _____ Start Date: _____

Student Application Form

Student Enrollment Agreement

Statement of understanding (English Disclaimer)

Acknowledgment Catalog receipt and Freedom of Information Act

Code of Ethics

Acknowledgment Language

Previous Degree/ Diploma: _____

Transcript

Transcript Request (if applicable) Date requested: _____

Credential Evaluation for International Students

Identification Documents:

- Passport
- Employment Authorization Card (if applicable)
- Driver's License
- State ID
- Social Security Card (if applicable)
- Alien Resident Card / Alien Parole (if applicable)
- Birth Certificate / Naturalization Certificate
- Other

Resume (Master and Doctorate Degree)

Essay on Research Topic (Doctorate Degree)

Evaluation Interview (Doctorate Degree)

Scholarship Application

Student ID #

Other _____

Verified by _____ Date _____

Rev. 8/2023

2.03 STUDENT'S RIGHTS AND RESPONSIBILITIES

Humboldt International University (HIU) is here to provide all students with an opportunity to learn in an online environment that is functional and easy to use. Students also hold a responsibility to HIU and their studies. All students are expected to:

- Respect their peers and instructors,
- Maintain good academic standing while at HIU,
- Understand and follow all HIU policies and understand the consequences of violations.
- Protect student username and/or password by not sharing with any other person or organization, this is grounds for dismissal,
- Follow all deadlines to ensure successful completion of courses,
- Complete all assignments and assessments,
- Grow academically and intellectually.

2.04 EVALUATION OF TRANSCRIPTS & DEGREES FROM FOREIGN INSTITUTIONS

The State Board of Education is responsible for prescribing “procedures related to the acceptance of transfer work and credit for students” as required by s. 1003.25(3), 6A-1.09941, F.A.C. Florida. Transcripts from foreign institutions must be evaluated and courses will be posted as indicated according to the following procedure:

1. All foreign transcripts must be submitted with all stamps and apostils from the Ministry of Education of the foreign country.
2. If the foreign transcript is not in English, a certified translation by an organization or professional member of the American Translators Association (ATA) is required.
3. HIU reserves the right to require National Association of Credential Evaluation Services (NACES) evaluations for any foreign transcript when we are unable to verify the authenticity or legitimacy of the document provided.
4. Students who are unable to provide their foreign transcripts will have the opportunity to request a waiver of this requirement. This is a one-time privilege, and students may not request an evaluation of those foreign transcripts in the future.
5. HIU will award credit for courses with passing grades, i.e., A, B, C., and other grades deemed necessary to pass by the issuing institution if they are applicable to the student’s program of study.
6. HIU may or may not award credit for courses with a “D” grade if they are applicable to the student’s program of study.
7. All grades earned in published transfer courses will be considered used in the calculation of the combined cumulative average and the Cumulative Transfer Grade Point Averages.
8. Students holding a foreign degree must provide a course-by-course evaluation by one of the agencies approved by the Commission on Independent Education of the Florida Department of Education.
9. For more information please visit the Florida Department of Education website at <https://www.fldoe.org/teaching/certification/foreign-trained-grads/index.stml>

2.05 **ENGLISH PROFICIENCY TEST**

Applicants whose native language is not English but who desire to take a degree program in English must demonstrate college-level proficiency in English through one of the following methods:

- a. Provide transcripts for an earned degree from an appropriately accredited/licensed institution where English is the principal language of instruction.
- b. Provide transcript indicating completion of at least 30 semester hours of credit at an appropriately accredited college or university where the language of instruction was English with an average grade of “C” or higher for Undergraduate applicants and “B” or higher for masters or Professional Doctoral Degree applicants.
- c. **Undergraduate Applicants:** A minimum total score of 57 on the paper-delivered Test of English as a Foreign Language (TOEFL PBT), or 61 on the Internet Based Test (iBT); 6.0 on the International English Language Test (IELTS); 44 on the Pearson Test of English Academic Score Report; 95 on the Duolingo English Test; or 53 on the 4-skill Michigan English Test (MET), or 650/LP on the Michigan Examination for the Certificate of Competency in English (ECCE), or 650/LP on the Michigan Examination for the Certificate of Proficiency in English (ECPE).
- d. **Master’s Degree Applicants:** A minimum total score of 60 on the paper-delivered Test of English as a Foreign Language (TOEFL PBT), or 71 on the Internet Based Test (iBT); 6.5 on the International English Language Test (IELTS); 50 on the Pearson Test of English Academic Score Report; 100 on the Duolingo English Test; or 55 on the 4-skill Michigan English Test (MET), or 650/LP on the Michigan Examination for the Certificate of Competency in English (ECCE), or 650/LP on the Michigan Examination for the Certificate of Proficiency in English (ECPE).
- e. **Doctoral Degree Applicants:** A minimum score of 65 on the paper-delivered Test of English as a Foreign Language (TOEFL PBT), or 80 on the Internet Based Test (iBT); 6.5 on the International English Language Test (IELTS); 58 on the Pearson Test of English Academic Score Report; 105 on the Duolingo English Test; or 55 on the 4-skill Michigan English Test (MET), or 650/LP on the Michigan Examination for the Certificate of Competency in English (ECCE), or 650/LP on the Michigan Examination for the Certificate of Proficiency in English (ECPE).
- f. A minimum score on the College Board Accuplacer ESL Exam Series as follows:
 1. ESL Language Use: Score of 85
 2. ESL Listening: Score of 80
 3. ESL Reading: Score of 85
 4. ESL Sentence Meaning: Score of 90
 5. ESL Write Placer: Score of 4
 6. Comprehensive Score for all exams of 350.
- g. A minimum grade of Pre-1 on the Eiken English Proficiency Exam.
- h. A minimum B-2 English proficiency level identified within the Common European Framework of Reference (CEFR) standards and assessed through various ESOL examinations, including the University of Cambridge.

Candidates who do not successfully demonstrate English Proficiency through one of these methods may not be considered for enrollment. Candidates may enroll in a remedial English course offered by the University. If they pass, then they can enroll in their desired program.

2.06 UNDERGRADUATE PROGRAM REQUIREMENTS

Associate Degree Programs

Humboldt International University requires an official high school transcript and diploma, domestic or international, or the equivalent General Education Diploma (GED) for admissions. The documents must come from the office of the Registrar of the educational institution to the admissions department for verification. The transcript and diploma must be translated into English by a State of Florida authorized translator. If the previous educational institution does not provide the transcript and diploma, the student must send their original copies with an Apostille government stamp as proof. A copy will be made by the admissions staff and the original will be sent back to the potential student at their expense.

Bachelor's Degree Programs

Humboldt International University requires an official high school transcript and diploma, domestic or international, or the equivalent General Education Diploma (GED) for admissions, or an associate degree, domestic or international from the office of the Registrar of the educational institution to the admissions department for verification. The transcript and degree must be translated into English by a State of Florida authorized translator. If the previous educational institution does not provide the transcript and diploma, the student must send their original copies with an Apostille government stamp as proof. A copy will be made by the admissions staff and the original will be sent back to the potential student at their expense.

2.07 GRADUATE PROGRAMS REQUIREMENTS

Master's Degree Programs

Humboldt International University requires a bachelor's degree, domestic or international, from the office of the Registrar of the educational institution to the admissions department for verification. The last level of education transcript and degree must be translated into English by a State of Florida authorized translator. If the previous educational institution does not provide the transcript and diploma, the student must send their original copies with an Apostille government stamp as proof. A copy will be made by the admissions staff and the original will be sent back to the potential student at their expense.

Doctorate Degree Programs

Humboldt International University requires a master's degree, domestic or international, from the office of the Registrar of the educational institution to the admissions department for verification. The last level of education transcript and degree must be translated into English by a State of Florida authorized translator. If the previous educational institution does not provide the transcript and diploma, the student must send their original copies with an Apostille government stamp as proof.

A copy will be made by the admissions staff and the original will be sent back to the potential student at their expense.

2.08 TRANSCRIPTS AND DOCUMENTATION EVALUATION (TRANSFER OF CREDITS)

As part of the admissions process, prospective students must send an official transcript to the Registrar for transfer credit evaluation. These transcripts must be sent to HIU directly from the institution where the credit was earned or sent by the candidate if the official transcript is sealed from the originating institution, no later than 30 days from the start of the first course. All transcripts **MUST** be translated into English at the candidate's expense. The State of Florida shall only accept translation from a list of authorized translators. Once the candidate sends their official transcripts to the Admissions Rep, the rep will send it to an authorized translator at the candidate's expense.

Humboldt International University (HIU) has implemented a process to evaluate the possibility of accepting the transfer of credits earned at other institutions of higher learning as well as those who have earned them through life experience skills development. Prior to being accepted, the applicant must present to the Admissions Rep their desire to "Transfer Credits from Another Institution" to HIU. The Admissions Rep with the assistance of the Registrar must evaluate the courses for acceptability. This procedure is also performed on applicants that wish to have their life-experiences evaluated. Credit(s) may be accepted and/or granted toward the student's academic program at the discretion of the University.

- A maximum of 75% of incoming student credit can be accepted for the Bachelor program. HIU will accept a Transfer Credit in the Bachelor program with a grade of "D" if the cumulative GPA is 2.5 or above.
- A maximum of 50% of incoming student credit can be accepted for the master's program.
- A maximum of 15% of an incoming student credit can be accepted for the Doctoral program. HIU will not accept a Transfer Credit in the master's or Doctoral program with a grade of "D" regardless of how it affects the cumulative GPA. This way, credits earned from previous education at another institution may be transferred to the student's permanent record at HIU. Once all the "Transferable Credits" have been evaluated then and only then can the student be allowed to take courses at HIU.

If credits are not accepted, students have the right to submit a written appeal to the Academic Dean within one week of denial. The Academic Dean will review the transcript and make a final determination within five business days. HIU neither guarantees nor implies that other Institutions will accept the credits earned at Humboldt International University. Each Institution has its policies, which rule the acceptance of credits from other Institutions.

2.09 TRANSFERABILITY OF CREDITS

Students enrolling at **Humboldt International University** who intend to continue their education at other institutions after graduating or withdrawing from the University should be aware that other institutions have full discretion as to which credits will be accepted for transfer. **Humboldt International University** is not accredited in the United States but does have international accreditation. This might directly affect the transferability of credits to other institutions. It is up to the receiving institution to accept credits earned at our university. The University neither guarantees nor implies that other Institutions will accept the credits earned at **Humboldt International University**. Transferability of credits is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether credits will be accepted by another institution.

2.10 DEGREE PROGRAMS IN OTHER LANGUAGE TRACK

Humboldt International University (HIU) offers degree programs in English or Spanish. If a candidate desires to take a degree in English, they must be a native English speaker or meet the English Proficiency Test policy requirements above. If a candidate desires to take a degree program in Spanish, they must be a native Spanish speaker. If a student wishes to change language track from Spanish to English or English to Spanish, they must meet the language admissions requirements of that program and a new enrollment agreement must be signed.

2.11 DOCTORAL DEGREE ADMITTANCE REQUIREMENTS

Persons interested in being admitted to the doctoral programs at HIU must meet the following requirements:

1. Admission application form and two photo identification documents.
2. Submit a Curriculum Vitae (Use the attached format).
3. Submit a copy of a Research Master's degree or a Ph. D degree or a Professional Doctorate degree, or a Professional Master's degree.
4. Original transcripts of the degree submitted with their respective certified grades, in any area of knowledge.
5. Notarized translation and evaluation of grades and degrees by one of the agencies approved by the Commission on Independent Education of the Florida Department of Education's
6. Writing and presentation of an essay of no more than three pages justifying the research topic of your interest.
7. Interview prospective students with an HIU doctoral committee on aspects related to the doctoral program and the submitted essay.

All the above documents should be sent to the following address:

**Attention: Admission Department,
Humboldt International University,
4000 West Flagler, 5th floor,
Miami, Fl 33134**

2.12 STUDENT IDENTITY VERIFICATION POLICY

Student identity verification is conducted during the admissions process to verify that the admitted student who participates in and completes coursework and assessments is the same student who is awarded credit. To accomplish this, applicants are required to provide government-issued identification with their application. During the admissions process, a video interview is conducted with Admissions staff who compare the collected identification with the applicant being interviewed. This verification is documented as part of the student's record. Following admission, students are provided unique login credentials as further assurance that the verified student is the same individual who completes coursework within the online classroom.

The University also assures that the admitted student is the same student who completes coursework through its proctoring process. Once during each course, students are subject to individualized proctoring with their instructor. Students are required to appear on video and respond to a series of subject-related questions presented by the instructor. Questions are selected that demonstrate familiarity with course subject material and passed assessments. During this session, the instructor compares the student in attendance with the identification information on file.

2.13 VALIDATING HIGH SCHOOL DIPLOMAS

The Admissions policy at **Humboldt International University (HIU)** requires that all students provide an original copy of their domestic or international high school diploma, or the equivalent General Education Diploma (GED) and their transcripts. From here on the term "paperwork" will be referred to original copies of either a High School diploma, GED, and or their transcripts. There are 3 distinct procedures to follow to validate/authenticate the 'Paperwork'

1. Original "paperwork".
2. Original "paperwork" missing transcripts.
3. Photocopy of "paperwork" (photocopy of high school diploma or GED with transcripts).

1. Original "paperwork".

A potential candidate shall bring in their original "paperwork" upon request to the Admissions Representative. The Admissions Representative will conduct a verification process to ascertain the "paperwork" originality. This is done by going on-line and verifying the school legitimacy to the Florida Department of Education. Its website: www.floridaschoolchoice.org, will be used for this purpose. Once verified as a licensed institution the Admission Representative prints out the school's data sheet. The "paperwork" and the data sheet are turned over for authentication to either: Director of Admissions (DOA), Registrar, or the Director of Administration (DA). The authentication process is like the verification process in that the "paperwork" originality is checked. The process is performed by the DOA, Registrar or DA. Once authenticated a photocopy of the original "paperwork" is made. The original "paperwork" is returned to the candidate and the photocopy is signed by both the Admissions Representative and individual performing the authentication process and kept on file.

2. Original “paperwork” missing a transcript.

A potential candidate shall bring in their “paperwork” upon request to the Admissions Representative. The Admissions Representative notices that the original domestic or international high school diploma, or the equivalent General Education Diploma (GED) is present, but their transcripts are missing. The Admissions Representative will have the candidate complete a “Transcript Request” form. The form will be given to the Registrar who will mail the request to the school from which the candidate graduated. Any follow-up requests pertaining to the candidate’s transcript shall be performed by the Admissions rep until the needed documents are received and placed in the candidate file. The admissions process shall continue as mentioned in procedure 1 pending the confirmation of the candidate’s transcript.

3. Photocopy of “paperwork”

(Photocopy of high school or GED diploma with transcripts). A potential candidate shall bring in their “paperwork” upon request to the Admissions Representative. The Admissions Representative notices that their domestic or international high school diploma or the equivalent General Education Diploma (GED) is a photocopy. The Admissions Representative shall make a valiant attempt to acquire the original “paperwork” by mailing a request to the school from which the potential candidate graduated from. If time permits the Admissions Representative shall wait until the original ‘paperwork’ arrives and then continues with procedure 1.

2.14 USE OF RECRUITMENT MATERIALS

The Director of Admissions (DA) is responsible for verifying that recruitment materials comply with applicable state, federal and accrediting agency requirements. Recruitment materials comprise the University’s website and catalog, are reviewed and updated periodically by the Director of Administration (DOA). The DOA has a working knowledge of applicable state, federal and accrediting agency policies & procedures as it relates to the use of recruiting materials and their compliance. Applicable rules issued by the Florida Department of Education's Commission on Independent Education (FLDOE/CIE) include Rule 6E-2.004: Licensing Rules and Procedures and Standard 5: Recruitment and Admission Related to All Educational Institution Admission and Recruitment Activities, as well as compliance with other fair use practice provisions of Sections 1005.04 and 1005.34, F.S., and Rule 6E-1.0032, F.A.C. **Humboldt International University** is not eligible to participate in Title IV funding and is therefore not subject to federal recruitment requirements.

Florida Department of Education / Commission for Independent Education (FLDOE/CIE) – In accordance with 6E-1.0032 Fair Consumer Practices (page 5 of 44), **Point 4** states, “All advertising and promotional literature shall be accurate and not misleading to the public. A copy of each advertisement shall be available to the Commission upon request for inspection at each location providing administrative services. A copy of the recruitment material is forwarded to FLDOE/CIE as part of the annual licensure packet. The level of educational programs provided shall be disclosed. The recruitment material used does reflect the different levels of educational programs offered.

Compliance with subsection 6E-2.004(5) and paragraph 6E-2.004(11)(c), F.A.C., regarding recruitment, admissions, and advertising, is required of all institutions operating or soliciting students in Florida. See paragraph (6)(j) of this rule for requirements for statements regarding job opportunities. If any information is provided to students regarding salaries, such information shall be limited to accurate and unexaggerated representations of entry level salaries reflective of employees having the same skills, education, and experience as the students will have upon graduation. The recruitment material used does not mention anything about entry level salaries reflective of employees having the same skills, education, and experience as the students will have upon graduation.

If advertising violations occur, the Commission shall require an institution to receive prior approval of future advertising copy before publication or broadcasting. Continued advertising violations shall result in probation with conditions and fines, or revocation of licensure pursuant to Sections 1005.34 and 1005.38, F.S. Any placement claims, employment predictions, or salary projections used by the institution in its recruiting efforts shall be accurate, and based upon reliable statistical data which shall be provided to all prospective students and to the Commission upon request. The recruitment material used does not mention anything about placement claims, employment predictions, or salary projections used by the institution in its recruiting efforts shall be accurate, and based upon reliable statistical data which shall be provided to all prospective students and to the Commission upon request. It is the responsibility of the institution to ensure that all such claims are kept up to date and reflect actual current conditions and job market projections, considering the anticipated needs in the local community. Advertisements shall contain citations of the source of such claims. The institution shall maintain backup documentation to support the citations.

Point 5 - Any licensed institution offering a program which does not make the graduate eligible to take required professional examinations in that field or to practice regulated professions in that field in Florida must publish a disclosure statement to inform prospective students clearly and unambiguously of this fact. The recruitment material used only reflects the level of degree offered and the equivalency of credit hours in compliance with United States educational requirements.

Point 6 - Each prospective student shall be provided a written copy, or shall have access to an electronic copy, of the institution's catalog prior to enrollment or the collection of any tuition, fees, or other charges. The catalog shall contain the following required disclosures, and catalogs of licensed institutions must also contain the information required in subsections 6E-2.004(11) and (12), F.A.C.:

Each potential student is provided with an online copy of our catalog that demonstrates our programs, fees, and other charges. No student is allowed to sign any contractual agreement until they fully acknowledge what they are signing. HIU's Admissions rep, is required by the State of Florida to pass an annual online -4 credit hour Admission training and test. This certification is valid for one year and it must be repeated so that the rep is up to date on Admission policies & procedures.

HIU's Admissions rep is training primarily on Admissions policies & procedures. She is also cross trained in Registrar and Student Services procedures. Because of the size of our staff and the quantity of active students tis training allows us to move staff where it's needed during times of emergencies. HIU does not differentiate between domestic and international students. The requirements and fees are the same.

3

FINANCIAL INFORMATION

3.01 *FINANCIAL ASSISTANCE*

Tuition must be paid on time according to the terms of the Enrollment Agreement. In the case of extenuating circumstances, the student should consult with the Financial Assistance representative who in turn will discuss the situation with the Executive Director. Once the candidate has finished the preliminary conversation with the Admissions Rep on which program to accept, the candidate will need to talk with the Financial Assistance Representative to determine which payment plan best suits their needs.

The Financial Assistance Representative will contact the student via email or in person and discuss the various payment plans available (Monthly, Program, and/or Semester). Once the candidate has selected the payment plan, the Financial Assistance Representative will send the document via email to the candidate who shall sign it electronically via DocuSign.

Once the Payment Plan is signed the student will continue talking with the Admissions rep until the student signs the program Enrollment Agreement. Once signed the full tuition payment is due.

3.02 *TUITION & FEES*

Registration Fee	<i>(Non-refundable)</i>	\$100
Re-Enrollment Fee	<i>(Non-refundable)</i>	\$150
Undergraduate cost per Credit		\$150
Masters cost per Credit		\$275
Doctorate cost per Credit		\$435
Technology fee	(per semester)	\$30
Mastering E-Learning Course		\$150
Graduation Fee	<i>(includes Diploma and Academic Transcript)</i>	\$100
English Proficiency Remedial training and test		\$450
Processing Fee for evaluation of transcript to establish credit course transferability for previous education		\$150
Duplicate Academic Transcript Fee and Other Official Correspondences		\$50
Apostille Fee	<i>(Optional)</i>	\$75

The technology fee covers e-learning materials and access to the online library. In addition to tuition and fees, students might spend an estimated ranging from \$1,000.00 to \$1,500.00 for the program on books depending on the program of study.

NOTE: Tuition and fees are subject to change without notice. Students should confirm current tuition and fees on the **Humboldt International University** website.

3.03 **SCHOLARSHIPS**

Humboldt Group Foundation offers scholarships to a variety of students that desire to continue their formal education. Any student that wishes to pursue a degree at **Humboldt International University** (HIU) can apply to either the Humboldt Group Foundation Undergraduate Scholarship Fund (HGFUSF) or the Humboldt Group Foundation Graduate Scholarship Fund (HGFGSF) programs. Humboldt Group also offers the Humboldt Group Foundation Employee Fund (HGFEF) program for active employees and their immediate families. The purpose of the scholarship program is to encourage the educational development of a student in a virtual online environment. Any student can apply for a scholarship if they meet the minimum eligibility requirements mentioned below.

Humboldt Group Foundation Undergraduate Scholarship Fund (HGFUSF)

The Humboldt Group Foundation Scholarship Fund provides scholarships to students that desire to make a difference in their professional life by pursuing a degree at Humboldt International University. Minimum Eligibility Requirements:

- Must be enrolled as a full-time student (2 courses per semester).
- Maintain a GPA of 2.00 or above.
- Submission of a typed personal statement (double spaced, two-page maximum) that describes your educational goals and tells how being a recipient of this scholarship will help you fulfill them.
- Submission of one (1) letter of recommendation from a teacher/professor/other professional who can attest to your academic potential and leadership qualities.

Humboldt Group Foundation Graduate Scholarship Fund (HGFGSF)

The Humboldt Group Graduate Scholarship Fund provides scholarships to students that desire to make a difference in their professional life by pursuing a degree at Humboldt International University. Minimum Eligibility Requirements:

- Must be enrolled as a full-time student (2 courses per semester).
- Maintain a GPA of 3.00 or above.
- Submission of a typed personal statement (double-spaced, two-page maximum) that describes your educational goals and tells how being a recipient of this scholarship will help you fulfill them.
- Submission of two (s) letters of recommendation from a teacher/professor/other professional who can attest to your academic potential and leadership qualities.
- Submission of a letter of recommendation from your immediate supervisor informing HIU of your leadership qualities and business development.

Frederica Wilson Undergraduate Scholarship Fund (FWUSF)

The Humboldt Group is proud to offer the *Frederica Wilson Undergraduate Scholarship Fund* to students that desire to make a difference in their professional life by pursuing an undergraduate degree at Humboldt International University. *The Frederica Wilson Undergraduate Scholarship* provides up to \$11,000 for a bachelor's degree.

Requirements for the Scholarship are:

1. Individual must fill out an Application Form
2. Provide a Photo ID.
3. Be a graduating high school senior.
4. Demonstrate a dedication to community service.
5. Be a U.S. Citizen
6. Must be enrolled as a full-time college student (2 courses per semester).
7. Maintain a GPA of 2.5 or above.
8. Submission of a typed personal statement (double spaced, two-page maximum) that describes your educational goals and tells how being a recipient of this scholarship will help you fulfill them.
9. Submission of one (2) letter of recommendation from a teacher/professor/other professional who can attest to your academic potential and leadership qualities.

3.04 PAYMENT PLANS

A student who applies for financial assistance at Humboldt International University (HIU) must speak with a Financial Assistance representative and select an appropriate individual payment plan. Once approved, all payments shall be due on the Semester start date. The University accepts students' payments in the form of checks, money orders, bank transfers, and online payments through PayPal. A "Grace period" of one week shall be extended for payment purposes. Failing to meet the assigned Semester start date and the extended "Grace Period" the student shall be denied access to the platform and be placed on "Administrative Hold" for the duration of the Semester. A student who is delinquent in their financial obligations to HIU will not be issued an academic transcript or diploma.

To collect delinquent accounts the Financial Assistance representative shall contact the student in writing requesting prompt cancellation of all monies owed to the Institution, reminding them that according to the university's policies they may be suspended or even dismissed from the Institution due to non-payment of an established financial contract. If the student refuses to fulfill their obligations to the university, HIU reserves the right to use collecting agencies and any other legal action that may be appropriate.

Students who apply for financial assistance must select a payment plan that meets their financial obligations and does not place any undue burden on their ability to pay for their educational degree. A conversation with the financial assistance representative would better serve the student in determining which PAYMENT PLAN option to follow. A

student can select from the following 3 types of Payment Plans - Monthly, Program, and Semester.

The Monthly Plan – allows the student to pay every month on a specific date chosen by the Financial Assistance department until the program is completed. There are two scenarios that must be considered.

Scenario 1 - The monthly payment plan is followed until the student finishes their desired program.

Scenario 2 - If a student pays the 1st month of the Semester but fails to meet the next two consecutive installments, the student shall be placed on “Administrative Hold”. Administrative Hold means that the grade will be held until payment is received. The Registrar places the student on “Administrative Hold” after the Semester (two consecutive installments) they did not pay and can stay on this status for a period no longer than 5 months total (2 consecutive monthly installments + another Semester [3 monthly installments]). The student shall not have access to the platform until all financial obligations are met.

If the student does not pay what is owed (2 consecutive monthly installments + another Semester [3 monthly installments]) the Registrar shall take the student off the active rolls and shall be considered a “Drop”. As a “Drop” the student who is delinquent in their financial obligations to the University will not be issued an academic transcript or diploma until all financial obligations are met.

To collect delinquent accounts the administration will contact the student via email in writing requesting prompt cancellation of all monies owed to the Institution. If the student refuses to fulfill their obligations with the university, HIU reserves the right to use collecting agencies and any other legal action that may be appropriate.

A diagram of the Monthly Plan looks like this:

MONTHS	1	2	3	4	5	6
PAYMENT Yes/No	Y	N*	N**	N***	N****	N*****
ACTION TAKEN						

* Send reminder to student 30-days after start date

** Send reminder to student 60-days after start date. If student does not pay, he/she is placed on Administrative Hold no grade is provided until payment is received.

*** Send reminder to student, next class start Access to Google Classroom is denied if the student goes another month without payment.

**** Send reminder to student, 2nd month of next quarter.

***** Send reminder to student, 3rd month of next quarter. If the students goes another quarter without payment, they are DROPPED from the active rolls. The effective “Drop Date” is the last date the student accesses the platform. As a “Drop” the student will be entitled to their transcript.

If the student desires to continue their education at HIU they must –

1. pays the 5 months backpay, this entitles the student to receive any pending grades,
2. pay a Re-Enrollment Fee of \$150.00,
3. pay the next month's installment.

The Program Plan - the student must pay the entire cost of the program prior to the Program Start Date. This one-time payment ensures that the student's financial obligations are satisfied and thus can concentrate on their educational goals. The University accepts students' payments in the form of checks, money orders, bank transfers and on-line payment through PayPal.

The Semester Plan - the student must pay the entire cost of the Semester prior to the Semester's Start Date. A "Grace period" of one week shall be extended for payment purposes. Failing to meet the assigned Semester start date and the extended "Grace Period" the student shall be denied access to the platform and be placed on "Administrative Hold" for the duration of the Semester. The Registrar places the student on "Administrative Hold" for that Semester. If the student desires to continue their studies with HIU, they will only need to contact the Registrar and pay for the next quarter of classes.

A diagram of the SEMESTER Plan looks like this:

SEMESTER	1	2	3
PAYMENT Y/N	Y	N*	N**
ACTION TAKEN			

* Payment must be made prior to the SEMESTER start date. A "Grace period" of one week shall be extended for payment purposes. Failing to meet the assigned Semester start date and the extended "Grace Period" the student shall be denied access to the platform and be placed on "Administrative Hold" for the duration of the Semester.

** If the student fails to return after a 6-month period, the Registrar shall consider the student a "Drop" and remove them from the active student rolls. The effective "Drop Date" is the last date the student accesses the platform. As a "Drop" the student will be entitled to their transcript.

If a student wishes to continue their education at HIU they must –

1. pay a non-refundable "Re-Enrollment fee of \$150.00.
2. pay the next semester's installment, this entitles the student to receive their pending grade.

4 CANCELLATION, REFUND & WITHDRAWAL POLICIES

4.01 GENERAL INFORMATION

Humboldt International University has established a fair and equitable, clearly defined, and uniformly administered cancellation and refund policy for cancellations, withdrawals, and refunds. This process is licensed by the State of Florida which mandates a cancellation and refund policy. **Humboldt International University** reserves the right to cancel any course and/or academic program for which there is insufficient enrollment. If Humboldt International University (HIU) exercises that right and cancels a course, HIU will notify the registered students via email and/or phone. HIU will be responsible for issuing a full refund of the tuition and other fees charged for the canceled course.

4.02 CANCELLATION POLICY

If **Humboldt International University** reserves the right to cancel any course and/or academic program for which there is sufficient enrollment. If Humboldt International University (HIU) exercises that right and cancels a course, HIU will notify the registered students via email and/or phone. HIU will be responsible for issuing a full refund of the tuition and other fees charged for the cancelled course. Students who drop a course, after their applicable tuition and fees are paid, may be eligible for a Tuition and Technology Fee refund (*except for the Non-refundable Registration and/or Re-Enrollment Fees*). Any amount paid more than the amount owed to **Humboldt International University** will be issued as a refund according to the following schedule:

1. Cancellations may be made in person, by telephone, and/or writing.
2. All monies will be refunded if the applicant is not accepted by the school or if the student cancels within five (5) Calendar Days after signing the Enrollment Agreement and making initial payment except for the One-Time Non-Refundable *Registration* Fee of \$100.00 (See TUTION AND FEES.)
3. Cancellation after the fifth (5th) calendar day, but before the first class, will result in a refund of all monies paid, except for the One-Time Non-Refundable *Registration* Fee of \$100.00 (See TUTION AND FEES.)
4. Cancellation within the cancel window of fourteen (14) calendar school days after the first day of class) will result in a refund of all monies paid, except for the One-Time Non-Refundable *Registration* Fee of \$100.00 (See OTHER FEES.)
5. **Termination Date:** The termination date for refund computation purposes is the last date of attendance/participation is the last date the student interacted with the Learning Platform and/or the assigned course faculty.
6. **Refunds** will be made within 30 calendar days of the last date of attendance, receipt of Cancellation Notice or date of determination (if determined by the University).
7. If the student never attends (no-show), all applicable refunds will be made within 30 days of the first scheduled day (start date) except the One-Time Non-Refundable *Registration* Fee of \$100.00 (See OTHER FEES).
8. A student may be dismissed at the discretion of the Executive Director for insufficient progress, non-payment of costs, or failure to comply with rules.

9. If HIU cancels a program/course after a student's enrollment, the University will refund all monies paid by the student **including** the One-Time Non-Refundable *Registration* Fee of \$100.00 (See OTHER FEES.) If the student agrees, monies may be transferred to the next available start date.

4.03 **REFUND POLICY**

If **Humboldt International University** cancels an academic course, the University will issue a full refund of the applicable tuition and Technology Fee charged for the canceled course. Students who drop a course, after their applicable tuition and fees are paid, may be eligible for a tuition and Technology Fee refund. Any amount paid more than the amount owed to Humboldt International University (HIU) will be issued as a refund according to the following schedule:

1. If the applicant is not accepted by HIU, or the student cancels his/her registration within three (3) business days after signing the enrollment agreement and making an initial payment, all monies paid to HIU, except the *Registration* fee (for New Students), will be refunded.
2. If the student cancels his/her registration after the third business day after signing the enrollment agreement and making the initial payment, but prior to the first day of classes, all monies paid to HIU, except the *Registration* fee (for New Students), will be refunded.
3. If the student drops any course or courses, at any time within the drop/add period (the drop/add period is fourteen (14) calendar days after class starts), all tuition monies paid for the course or courses dropped, except for the *Registration* fee (for new students), will be refunded.
4. If a student drops any course or courses at any time after the drop/add period, no refund will be issued.
5. All monies paid in excess to HIU are due and to be refunded to the student within 30 calendar days after the date it was determined that he/she has dropped from a course or courses or has withdrawn from an academic program.

The last date of attendance/participation is the last date the student interacted with the Learning Platform and/or the assigned course faculty.

SAMPLE REFUND Student A enrolls in two three-credit Master's degree courses in his first term. He pays the University \$1,780 prior to the start of the term, which covers his \$100 enrollment fee, \$1,650 tuition (6 credit hours x \$275 master's per-credit-hour rate), and \$30 technology fee. He drops out of both courses on day 10 of the term. Since the student dropped out of his courses during the drop/add period he is refunded \$1,680, which is all monies paid minus the \$100 non-refundable enrollment fee.

Student B enrolls in three three-credit Undergraduate degree courses in her third term. She pays the University \$1,380 prior to the start of the term, which covers her \$1,350 tuition (9 credit hours x \$150 bachelor's per-credit-hour rate), and a \$30 technology fee. She dropped out of all three courses on day 24 of the term. Since the student dropped out of her courses after the drop/add period she is not entitled to a refund.

4.04 **WITHDRAWAL POLICY**

You may withdraw from the University at any time after the cancellation period (described above) and receive a refund, if eligible, except the One Time Non-Refundable *Registration* fee of \$100.00 (see OTHER FEES). Humboldt International University (HIU) will conduct the refund based on the State of Florida, Commission for Independent Education requirements. The refund will be less than the One Time Non-Refundable *Registration* fee of \$100.00 (see TUITION & FEES). The tuition includes books, supplies, equipment, and laboratory fees, are clearly stated in the enrollment agreement and in the catalog. Such charges are not subject to the refund computation but are limited to those materials that are distributed and attributable to the portion of the program in which the student is enrolled.

If the student has completed more than 60% of the period of enrollment for which the student was charged, the tuition is considered earned and the student will receive no refund. In determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The Institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences more than maximum set forth by the institution; and/or failure to meet financial obligations to the Institute.
- The student has failed to attend class for fourteen (14) calendar days.
- Failure to return from a leave of absence.
- The student displays conduct that is found by the administration to be detrimental to the individual, other students, the community, or the university.
- The student deliberately damages equipment and or loads software not authorized by the school in writing.
- Any unauthorized use of the Internet for personal use or exploring sexually explicit sites.

For any armed forces members called to active duty during their program of study, Humboldt International University will provide the student a pro-rata refund through the last day of attendance of the last course completed, less the One Time Non-Refundable *Registration* fee of \$100.00 (see TUITION & FEES).

5

STUDENT SERVICES INFORMATION

5.01 *TECHNOLOGY SUPPORT*

The University in collaboration with Google has implemented a modern and intuitive E-learning Ecosystem. To get information and How-To about studying with Google Tools please visit the Google Learning Center, also available in Spanish. Students can request technical support directly to the University, to do so please contact the Technical Support Help Desk by sending an email to support@humboldtIU.com, inquiries both in English and Spanish will be promptly addressed.

5.02 *VIRTUAL LIBRARY*

Humboldt International University's e-library, with its collection of databases, is available to all students and faculty, at any time and from practically any location where an Internet connection is available. The electronic library provides students with the required resources necessary to succeed in their class work. The virtual library provides an outstanding collection of selected resources, such as e-books, journal databases, full-text, and peer-reviewed articles, theses, dissertations, financial data, industry reports, and learning objects, all of them oriented to support learning, teaching, and research. Many of the resources are also available in the Spanish language. All subjects taught at HIU are comprehended in the E-library:

- Business Administration / Management
- Computer & Information Technology
- Education
- Health Sciences
- History / Social Sciences / Government Documents
- Multidisciplinary
- Science, Technology & Engineering

Humboldt International University has partnered with the Library and Information Resources Network (LIRN), an online collection of library resources to accommodate distance learning students and faculty needs. Custom collections by programs are created with other relevant publishers such as: McGraw Hill, Cengage Learning, EBSCO Services, Springer, E-Library and OCEANO.

Humboldt International University has a full-time Librarian on-call. Any student needing assistance is to send an email to library@hiuniversity.com and it shall be answered within 24-48 hours.

5.03 *ACADEMIC ADVISING*

The University has a team of professionals who support each student's progress through the degree. Each student has direct access to faculty and is assisted by a member in the following areas: Admissions, Student Services, the Registrar, and the Academic Dean.

5.04 *ENCOURAGEMENT OF STUDENTS*

A weekly Report is sent by the instructors to the student services department, notifications are sent to students inquiring about their attendance or personal issues.

5.05 STUDENT RECORDS

The Student Services Department, in conjunction with the Office of the Registrar, is principally accountable for managing student records from the point of the first enrollment through graduation. It handles inquiries on transfer credit evaluation, veteran affairs coordination, tuition billing, academic progress advising, and retention. All materials submitted in support of students' applications, including transcripts from other institutions, letters of reference, and related documents, become the property of **Humboldt International University**. During a student's enrollment, HIU maintains records that include admission and attendance information, academic transcripts, and other relevant data. Student academic records are maintained in accordance with HIU's academic document retention schedule after the student is no longer enrolled. Students who wish to review their files must submit a written request to the registrar. Permanent student records include admission information and academic transcripts.

Except as required by law, no information regarding attendance, grades or any other aspect of students' academic standing will be released to any third party without written student consent. HIU keeps a hard copy of the student records in a fire-proof cabinet for a period of 5 years. HIU also keeps a permanent virtual copy in the Student Management System in the cloud.

5.06 RIGHT TO REVISE

Humboldt International University reserves the right to make changes to the provisions of this catalog and website, and its rules and procedures at any time, with or without notice, subject to licensing requirements. This catalog is neither a contract nor an offer to contract but merely a general outline of the programs currently offered by the university.

5.07 STUDENT COMPLAINT AND GRIEVANCE POLICY

Humboldt International University has a grievance policy for students who feel that they are victims of discriminatory practices or sexual harassment. The grievance policy is also intended for students who are dissatisfied with any other academic or administrative aspect of the university's activities. To lodge a complaint, the student must complete and submit to the Executive Director a "STUDENT GRIEVANCE FORM." See 5.10. Immediately after the claim has been received, the Executive Director will initiate an appropriate investigation. The student(s) that has (have) lodged the claim will be informed about the progress of the investigation within seven (7) days from the day the claim has been received. Once the investigation has been completed, the complainant(s) will be notified of the final determination. If the complainer(s) is (are) not satisfied with the final decision, the complaint may be submitted to the Commission for Independent Education, Florida Department of Education at the following address:

Commission for Independent Education Florida Department of Education
325 W. Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
Telephone: 1-888-224-6684 / 850-245-3200

5.08 STUDENT GRIEVANCE LETTER

The following is an example of a Student Grievance letter from a student to the Executive Director, of Humboldt International University. Refer to Appendix A at the end of the catalog for instructions:

Date:

From: (You're Name)

To: Executive Director
Humboldt International University

Ref: Student Grievance

Dear Sir,

(Please explain in your own words why you are writing a student grievance. Be specific, mention names, dates and witnesses in your writing and sign and date the document)

The Executive Director will inform the student of the progress of the investigation within seven (7) days of the day the claim was received. Once the investigation has been completed the student will be notified of the final determination.

5.09 EMPLOYMENT ASSISTANCE

Humboldt International University offers job placement assistance to all graduates/students regardless of where they reside. The Student Services Department, in conjunction with the Office of the Registrar, and faculty members join efforts to help students reach their employment goals. This is achieved by assisting students with the preparation of job-related documents – including resume preparation – and maintaining information about job offers. The job placement assistance services are always available for the University's graduates. Although the University does not guarantee employment upon graduation, the success of this effort is highly important for the Institution. Job placement assistance services are offered at no charge.

5.10 ALUMNI SERVICES

Humboldt International University alumni are offered professional development and continuing education courses at special fees as well as the possibility of networking at the university's scientific annual conferences. Participation in HIU conferences and seminars is offered to alumni at highly discounted rates. Alumni are given priority for certificate programs and other special classes.

5.11 DISABILITY ACCOMMODATION POLICY

This policy describes the roles of individuals at Humboldt International University in ensuring that students with disabilities receive appropriate accommodations in their instructional activities, as mandated by Federal and State law and by university policy.

The fundamental principles of non-discrimination and accommodation in academic programs were set forth in Section 504 of the federal Rehabilitation Act of 1973. The Americans with Disabilities Act of 1990, Title II; and their implementing regulations at 34 C.F.R. Part 104 and 28 C.F.R. Part 35, respectively.

These laws establish that students with disabilities may not, based on their disabilities, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any University program or activity. Further, the University must make sure that its academic requirements do not discriminate or have the effect of discriminating against persons with disabilities. Academic requirements that are justifiably essential to a student's program of instruction are not considered discriminatory. Academic accommodations to which a student may be entitled include changes in the length of time allowed to complete degree requirements, the substitution of specific courses required for the completion of degree requirements, and adaptation of the way specific courses or examinations are conducted.

At **Humboldt International University**, the Director of Administration has the primary functions of:

1. advising the University about policies and procedures related to the provision of academic accommodations for students with disabilities,
2. recommending steps to be taken by the University related to the provision of accommodations for instructors with disabilities,
3. developing mechanisms for increasing the understanding of the faculty with respect to disabilities and their accommodation in an academic setting, and
4. assisting the University in resolving any disagreements with faculty that might arise concerning accommodation in an academic setting.

The Director of Administration is the senior administrative officer responsible for the University's policies affecting persons with disabilities. The Director of Administration ensures that these policies are both educationally sound and responsive to the needs of students with disabilities. If there is disagreement by faculty over the appropriateness of academic accommodation, the Director of Administration in consultation with the Executive Director makes a final determination on the matter.

ACCOMMODATION REQUEST PROCESS

Students who wish to be considered for accommodation should self-disclose their disability to the Director of Administration by submitting an Accommodation Request Form, with recent documentation (not more than three years old) of such from a licensed Medical Professional. The Form and related documentation must be submitted to the Director of Administration via email or mail. The request will be reviewed, and students will be notified of the institution's decision within 14 business days of receipt. If approved, accommodation will be designed to assist students in successfully completing coursework. This accommodation will then be implemented in students' coursework and/or communicated to faculty members in a timely manner.

FILING A COMPLAINT

Students who wish to file a complaint regarding disability accommodation must be able to establish that they appropriately requested, in a timely manner, the desired accommodation. The student should refer to the University's Complaint Policy for filing complaints regarding disability accommodation or any other concerns.

5.12 ACCOMMODATION REQUEST FORM

Humboldt International University's Accommodation Request Form is provided for students to notify [institution name] of their disability and request specific accommodations. [Institution Name] requires the submission of documentation of disability, dated no more than three years before students' date of admission, from a certified diagnosing professional. Documentation is to be provided with this Accommodation Request. The request will be reviewed, and students will be notified of the institution's decision within 14 business days of receipt. Refer to the **Humboldt International University's** Disability Accommodation Policy for more information.

Complete all fields and email the completed form to the Director of Administration who is responsible for reviewing and providing accommodations at arthur.reyes@humboldtIU.com along with required documentation of disability.

The following demographic information is necessary to complete the form:

First Name: _____ Last Name: _____
Enrollment Start Date: _____ Program of Enrollment: _____
Cell Phone Number: _____ Email address: _____

The following Disability Accommodation information is necessary to complete the form:

1. Please describe the nature of your handicap or disability.
2. If you have been accommodated before for this handicap or disability, please describe your accommodation.
3. Describe any additional accommodation you feel are necessary and why.

STUDENT AFFIRMATION

By typing my name below, I affirm that the information provided above is truthful and accurate to the best of my knowledge. I also understand that Accommodation Requests are considered according to the institution's Disability Accommodation Policy and only if I provide documentation of disability, dated no more than three years before my date of admission, from a certified diagnosing professional.

Student Signature:

Date:

Below Here for Official Use Only

Disability Coordinator Signature:

Date Received:

5.13a VERIFICATION OF EMPLOYMENT

For every graduate a **Verification of Employment** form must be filled out and placed in the student folder.

Rationale: Humboldt International University (HIU) ensure the value and effectiveness of their program(s) by regularly assessing, documenting, and validating the quality of the training services provided through completion rates and student/graduate satisfaction as job placement rates. Credible completion and placement rates serve the students' best interests and, in turn, enhance public confidence in HIU and the accreditation process.

Overview: As established in this policy document, the requirements are to be considered the minimum for meeting this standard. HIU encourages this form of a progressive policy and procedure that enhances the completion and, where applicable, job placement prospects of their graduate/students. HIU has made a commitment to the use of measurable outcomes as objective criteria for addressing the Standards for Accreditation. Accordingly, HIU must carefully review documented completion rates and training-related job placements for eligible graduate/students of all degree seeking programs. The completion and placement benchmarks give institutions a guideline by which to evaluate and improve the performance of the programs they offer. These benchmarks are 67% for completion and 70% for placement.

Policy Requirements: HIU should document completion rates for each program. Additionally, HIU offering professional degrees shall provide job placement assistance to all eligible graduates and document the results to demonstrate clear and positive outcomes from their degree. Completion and placement records will be maintained in an orderly, comprehensive, and accurate manner for all graduate/students and must be verifiable. The Student Services Director shall regularly review reported completion and placement statistics, along with supporting documentation, and may direct an external audit of the completion and placement records, as warranted, to ensure that the data is accurately reported. The completion and placement data must include sufficient information for regularly calculating the percentage for completion and educational-related job placements in a prescribed format and time frame. In the absence of a Student Service Director the Registrar shall assume this responsibility

Procedures: HIU should clearly communicate the requirements, conditions, and results in terms of completion and/or placement rates, data must be collected, documented, and analyzed by institutions on a regular basis.

Reporting Requirements: Data collection shall be maintained at least quarterly and should be utilized as a management tool no earlier than four months after the last graduating cohort of each program of that year.

Data for professional degree programs should be for cohorts graduating at least four months prior to submission to allow 120 days after graduation for graduates to secure and maintain 30 days of paid educational-related employment. The supporting documentation utilized by **HIU** shall be referred to as the “**Verification of Employment Form.**”

Completion Definition: The number of participants who successfully complete the program for which they enroll.

Completion/Job Placement Benchmarks: The evaluation of the benchmarks applies to each program. If any **HIU** programs falls below the stated benchmarks of 67% for completion and 70% for placement the Student Services Director or Registrar shall be required, at a minimum, to complete a narrative report with a detailed analysis and explanation of the reasons for the below-benchmark rates to the Director of Administration who will intern present it to the Senior Management Team. This report should provide any mitigating circumstances that are pertinent to the program(s) offered which do not meet the benchmarks. The report must also include an Operational Improvement Plan for improving these rates within a designated time frame. **HIU** Student Service Director or Registrar shall prepare this plan and seek the approval of the Director of Administration prior to submitting the plan to the Senior Management Team.

The completion and placement data and statistics, accordingly, verified and documented, may be used by **HIU** to inform the public of the contributions made through quality undergraduate and graduates online degrees and professional development programs that promote student learning and achievement in a real context, competency-based, problem-solving, project development, student-centered model. Information used for this purpose, relating to completion and placement rates of **HIU** in a particular degree program, must provide the statistics for the prior year. No guarantee of employment may be stated or implied. All such use of this information will be carefully monitored by the university to assure high ethical standards and the promotion of good will for **Humboldt International University** and the accreditation process.

Criteria for Defining and Validating Job Placement: A graduate is considered placed when employed for 30 days in a paid degree-related position. Degree-related is defined by the degree competencies and student outcome objectives within the program for which the graduate was enrolled, consistent with the program length, job title, and responsibilities. For example, a graduate of Associate of Science in Business Administration program will be considered placed if he/she was employed for 30 days in a business-related (supervisory or non-supervisory) position. He/she will not be considered placed if employed as a clerk, bookkeeper, stockroom, custodian, or laborer unless they are awaiting a promotion within the organization. Supporting documentation, including the job description of the graduate must demonstrate that the placement is degree-related and consistent with the degree objectives, content, and length of the graduate’s program. A graduate must also meet all required state and federal requirements (if located in the United States), including licensure, as appropriate.

If the graduate resides overseas then it must meet the governmental standards for employment in a degree-related field. Further, the institution is prohibited from paying any compensation or subsidy to an employer for hiring a graduate of the institution.

There are five (5) possible areas that a graduate must qualify to be considered as employed. These are:

- a. Continuing Employment as a Placement,
 - b. Full-Time Employment as a Placement,
 - c. Self-Employment as a Placement,
 - d. Part-time or Temporary Employment as a Placement,
 - e. Available for Employment.
- a. Continuing Employment as a Placement:** In addition to an employment verification, the graduate must sign an attestation as required. No sooner than 30 days following graduation, after which a graduate communicates his/her intention to continue employment at the same company in a degree-related position, the graduate must attest that he/she is satisfied with continuing employment as a _____ (e.g., Pastry Chef) and that he/she is making training-related income.
- b. Full-Time Employment as a Placement:** A graduate is considered placed upon the completion of 30 days of continuous full-time employment which is in a degree-related field.
- c. Self-Employment as a Placement:** Students enrolling in a program for which self-employment is a common vocational objective must be so informed and acknowledge their understanding in writing, as follows:
1. At the time of enrollment, students must acknowledge their understanding in writing that self-employment is a common vocational objective of the program.
 2. In addition to an employment verification, a student signed attestation is required. No sooner than 30 days following graduation, a graduate must acknowledge in writing that he/she is satisfied with self-employment as a _____ (e.g., massage therapist) and that he/she is making training-related income.

Students in any program for which self-employment is not a common vocational objective and who at the conclusion of the program seeks self-employment related to the program must meet the above requirements noted in # 2 above.

- d. Part-time or Temporary Employment as a Placement:** In addition to an employment verification, a graduate must sign an attestation as required. After 30 days of employment on a part-time basis (as defined by the employer or graduate) or a temporary basis (working multiple sites through a temporary agency), the graduate must acknowledge in writing that he/she is satisfied with part-time or

temporary employment as a (e.g., computer help desk technician) and that he/she is making training-related income.

- e. **Available for Employment:** The graduate has not yet agreed to any employment opportunities and is still available for employment. The Student Service/Job Placement department or the registrar shall continue to assist the graduate during this period and provide additional training via the internet if needed to ensure gainful employment.

5.13b VERIFICATION OF EMPLOYMENT - TEMPLATE

The verification of employment template is in the Student Service department and is used by the staff to verify all graduate gainful employment status as required by the Florida Department of Education/Commission for Independent Education (FLDOE/CIE)

5.14 GRIEVANCE POLICY FOR EMPLOYEES

Our goal is to maintain a comfortable working environment for all employees. We do this in several ways:

1. By treating each employee as an individual and encouraging your maximum development.
2. By recognizing that each employee is essential to the success and growth of **Humboldt International University (HIU)**.
3. By maintaining direct communications with all employees and ensuring that everyone can speak directly and openly with our management team.

We believe that this type of communication, without interference from any outside party, is best for all concerned. Therefore, when you wish to express your concerns, opinions, or suggestions, you will always find an open door and an attentive ear. As time goes by and HIU grows, we will continue to listen and respond to your questions and comments.

6.00

ACADEMIC INFORMATION

6.01 *INTERNAL CREDIT TRANSFERS*

A student wishing to transfer from the original program to another must notify the Registrar's Office of his/her intention. An evaluation of the student performance record is made, and all the credit hours already completed that are common to the new academic program are accepted. The student tuition and program length will be adjusted accordingly. The student will receive written notice of the credit(s) allowed, and the adjusted tuition and program length. The student will have to sign a new Enrollment Agreement reflecting the changes.

6.02 *ATTENDANCE IN AN E-LEARNING ENVIRONMENT*

Attendance in all distance education courses is mandatory. All courses are offered in an asynchronous learning format which means students may log in at any time to complete assignments. To be in attendance for the week, a student must complete assignments by the scheduled date. Please see the course syllabus for assignments and due dates. Faculty may use forums, chats, assignments of learning activities, and live discussions to prove student attendance. An active student is one who is enrolled in an eight-week course. The course can be either in English or Spanish. If a student is offered a course in a language other than the program version they have enrolled in, they cannot take the course. This student is then placed in an active-standby status. This active standby status means that the student is still awaiting courses to finish their desired program. The student cannot be penalized for not attending the course.

Students with ten percent (10%) or more unexcused absences at the end of an academic period will be placed on probation. A student who does not attend any of the classes for which he/she is registered in a term will be administratively withdrawn from the Institution. A student who has been absent due to mitigating circumstances should contact the faculty member and inform them of the expected return date. Students placed on probation for attendance will have one (1) academic period in which to improve their cumulative attendance to not less than ninety percent (90%). Failure to do so may result in termination. Excused absences will be granted only for mitigating circumstances. It is the responsibility of the student to arrange with the instructor to make up work missed because of class absences.

Attendance in an e-learning environment requires that those courses identified in the Enrollment Agreement are mandatory. All courses are offered in an asynchronous learning format which means students may log in at any time to complete assignments. To be in attendance for the week, a student must complete assignments by the scheduled date. Please see the course syllabus for the assignments and due dates. Faculty may use forums, chats, assignments of learning activities, and live discussions to prove student attendance. Students must attend and participate in their courses on a weekly basis throughout their programs.

Attendance includes:

- Submitting an academic assignment
- Participating in an online discussion about academic matters

Attendance is not:

- Logging into your course without active participation, or
- Participating in academic counseling or advisement

Student non-attendance during the Add/Drop period (the first fourteen [14] days of a term) will be construed as a willing disregard for this policy and students become eligible for being unregistered from any future courses and withdrawn from the university. No charges will incur, and no grades earned or posted for courses not attended. Students who fail to attend for 14 consecutive days within a term, after the Add/Drop period, will be eligible for withdrawal. Students who are unable to attend for 14 consecutive days within a term are encouraged to contact the Student Services department to make proper arrangements and avoid being withdrawn. However, any student who fails to attend after 21 days will be withdrawn.

6.03 ***MAKEUP WORK***

It is the responsibility of the student to make the necessary arrangements with the instructor(s) to make up work not submitted on time. HIU's policy of *formative evaluation* considers the possibility to make up work that has not been submitted on time or has not complied with the academic expectations of the task. Our evaluation approach, at HIU, is formative. We will always give the students feedback on what they have done, and we will give them the opportunity (when necessary) to repeat their work so that they learn to do it well. We are not interested in simply grading. We are that the students learn, and we will guide them to do things as best as possible, that is: to achieve the competencies they require. This is part of our learning model.

6.04 ***LEAVE OF ABSENCE***

A Leave of Absence allows a student to temporarily interrupt his/her academic program. A student may be granted a leave of absence for medical or personal reasons for a period not to exceed one hundred and twenty days (120) days per calendar year. The maximum time allowed for the entire program must not exceed one hundred and eighty days (180). To obtain a leave of absence, the student must submit a request in writing or by phone to the Registrar Office. The request must specify the reason for the absence, the effective date, start date, and the date on which the student expects to return to the University. If a student has requested a Leave of Absence for a period not exceeding two (2) weeks, he/she must return to classes on or before the date specified in the request. In this case, the student can continue his/her academic program immediately. It is the responsibility of the student to make the necessary arrangement with the instructor(s) to make-up work missed because of the absence.

If the student does not return to classes on or before the date specified in the request and has not notified the University, the student's academic load will be withdrawn as of the last date of documented attendance. If the withdrawal occurs after the last add/drop day (see "Academic Calendar" for add/drop schedule), a grade of "F" will be given to all the courses he/she registered for during the term in which the leave of absence was granted. Should this situation occur, reinstatement into his/her academic program would be at the beginning of the next term in which the courses that he/she requires are offered. In addition, the students' tuition will be increased accordingly.

If a student has been granted a leave of absence for a period exceeding two (2) weeks, then the student's academic load is automatically withdrawn with no effect on his/her academic record (a grade of "W" will be given to each course).

Should this situation occur, the student would be required to take the course again at the beginning of the term in which those courses are present. In this case, the student's tuition will not be modified. If a student leaves the University without obtaining the approval or does not return to the University on the date of the appropriate registration period, the student will be dismissed from the University as of the last date of documented attendance and the refund policy will be applied accordingly (see "Refund Policy" for more information).

6.05 TRANSFERRING STUDENTS INTO THE UNIVERSITY

Transfer students from outside the institution will be evaluated qualitatively only on the work completed while at the University. Students transferring from one program to another within this university will have their GPA calculated on a cumulative basis, including all coursework attempted while at the institution. The quantitative requirement remains 67% for all students, but the maximum time frame is based on the number of credits the student must complete in the current program.

6.06 WITHDRAWAL FROM COURSES

A student desiring to withdraw from a course may do so without penalty during the add/drop period (fourteen days after the start date). Should a student withdraw after the add/drop period has ended, but before the beginning of the third week of classes, a grade of "W" will be given in that course. A student who does not comply with the withdrawal procedure will be considered as having failed that course. Consequently, a grade of "F" will be given. **Humboldt International University** reserves the right to withdraw courses due to unexpected circumstances. If students are withdrawn from courses because of the administration adjustment, a full refund will be automatically granted.

6.07 SUSPENSION OR DISMISSAL FROM THE UNIVERSITY

Humboldt International University reserves the right to suspend or dismiss from the University any student at any time for misconduct or any other behavior not considered to be in the best interest of the student body of the University. Students may also be suspended or dismissed from the University for excessive absences (more than 14 days without platform access and/or communicating with the professor), unsatisfactory academic progress.

A student who has been suspended or dismissed for any of the above reasons may apply in writing for readmission to the University. Regardless of the reason for this disciplinary action, the suspended student may re-enroll only at the discretion of the Executive Director of the University.

6.08 GROUNDS FOR TERMINATION

The University shall have the right to terminate a student contract and enrollment at any time for violation of rules and policies as outlined in the catalog. Modifications will be disseminated to students via online memo.

6.09 REENROLLMENT

A student who has been suspended or dismissed due to unsatisfactory academic progress may re-enroll at the beginning of the term following the one in which the student was on academic suspension.

For the privilege of re-enrollment, the student will have to pay a Non-Refundable Re-enrollment fee of one hundred and fifty dollars (\$150.00). In this event, the student will be placed on academic probation during the term and must attain at least the required minimum academic progress. Failure to do so will result in the student being dismissed from the University.

6.10 *ACADEMIC TRANSCRIPT & DEGREE*

Students may request one Academic Transcript per semester free of charge. One Final Official Academic Transcript will be given to graduates at no cost. Additional transcripts may be requested for a fee of \$25.00. A degree is given to graduates at no cost. Duplicate Degree and Transcripts may be requested for a fee of \$125.00 (see Tuitions and Fees).

6.11 *GRADUATION REQUIREMENTS*

To be eligible for graduation, a student seeking graduation from any academic program must have completed their full academic program as listed in the catalog within the corresponding time frame.

Undergraduate Program: the student must have earned a minimum cumulative grade point average of 2.0 (equivalent to a “C” grade average).

Graduate Program: the student must have earned a minimum cumulative grade point average of 3.0 (equivalent to a “B” grade average).

Graduates must fulfill all financial obligations to the University, including tuition charges and other expenses, before the end of the final term. Degree and Transcript will not be issued to any Graduate unless he/she has complied with his/her financial obligations.

6.12 *GRADUATION WITH HONORS*

Students who graduate from any of the academic programs and have earned a cumulative Grade Point Average of 3.50 and above are entitled to the appropriate honor designations. Graduates with a cumulative GPA between 3.50 and 3.69 are honor with the distinction of “Cum Laude”. Those with a cumulative GPA between 3.70 and 3.89 are honor with the distinction of “Magna Cum Laude” and those who have earned a cumulative GPA of 3.90 and higher are honor with the highest distinction of “Summa Cum Laude”.

6.13 *APOSTILLE*

A graduate must request an Apostille document be provided at time of graduation. This Apostille fee is \$75.00, and the process takes from 30 – 45 days to complete. Transportation cost from HIU to the country of residence is at the graduate expense. All requests should be sent to the Registrar. An email will be sent to students confirming receipt of the request and process time. If the graduate requests a duplicate Apostille there will be a \$100.00 charge (see Tuitions and Fees).

6.14 ***STUDENT CONDUCT AND INTEGRITY***

All students are expected to comply with the legal and ethical standards of **Humboldt International University**. They must behave in a manner consistent with the best interests of the University and the other students. Academic dishonesty and/or misconduct will result in disciplinary action. Specific instances of misconduct include, but are not limited to, use and/or possession and/or distribution of illegal drugs or alcoholic beverages, cheating, plagiarism, knowingly furnishing false information to the University, forging, or altering University's documents and/or academic credentials, intentional destruction or damaging of the University's property, or its affiliates, and theft of property from the University or other students. The University reserves the right to dismiss any student at any time for misconduct as described above. In this event, the refund policy will be applied as to the day the dismissal became effective. Other instances that also will result in disciplinary action include, but are not limited to, unsatisfactory work, foul language, and lack of respect for the instructor and other University personnel. The University also reserves the right to impose probation or suspension on a student for unsatisfactory conduct as described above.

6.15 ***FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)***

In accordance with Public Law 93-380, Section 438 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, and Florida Statute 229.782, **Humboldt International University** student educational records are confidentially maintained. Further, students have the right to inspect their educational records, correct such records if warranted, and students are protected from the release of information without written consent. All students' records are open for inspection and review by the student unless he or she waives the right. **Humboldt International University** can have a student sign an all-inclusive release form for records and other information, such as for prospective employers, or can have a student sign an individual release form for each request for information. This information will be released from the Director's office or designer only after the requestor has demonstrated a legitimate need to have such information.

6.16 ***COPYRIGHT***

Copyright is legal protection for creative intellectual works, which is broadly interpreted to cover almost any expression of an idea. Text (including email and Web information), graphics, arts, photographs, video and other media types, music, and software are examples of types of works protected by copyright. The creator of the work, or sometimes the person who hired the creator, is the initial copyright owner. Copyright infringement (or copyright violation) is the unauthorized or prohibited use of works covered by copyright law, in a way that violates one of the copyright owner's exclusive rights, such as the right to reproduce or perform the copyrighted work, or to make derivative works. It is against policy for any student, faculty, staff member, consultant, contractor, or other worker at the University to copy, reproduce, share, or distribute any software, music, games, or movies on except as expressly permitted by a software license or with the written consent of the copyright holder or as otherwise permitted under federal law. Willful infringement may subject a student or employee to discipline and can impact the privilege to use information technology resources at the institution.

Uploading or downloading works protected by copyright without the authority of the copyright owner is an infringement of the copyright owner's exclusive rights of reproduction and/or distribution. Even an innocent, unintentional infringement violates the law. Anyone found to have infringed a copyrighted work may be liable for statutory damages for each work infringed and, if willful infringement is proven by the copyright owner, that amount may be increased for each work infringed. In addition, an infringer of a work may also be liable for the attorney's fees incurred by the copyright owner to enforce his or her rights. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information on United States copyright law, please consult the U.S. Copyright Office's website at <http://www.copyright.gov>

6.17 **PLAGIARISM**

Plagiarism (from the Latin plagiaries, an abductor, and plagiarism, the steal) is defined by the White House Office of Science and Technology Policy on Misconduct in Research as “...*the appropriation of another person's ideas, processes, results, or words without giving appropriate credit.*”

Unless authorized by their instructors, students are expected to their own, original work on each assignment in each class. A student who recycles his or her coursework from one class to another may face an allegation of academic dishonesty. A professor who believes a student has committed an act of plagiarism should take appropriate action, which includes the issuing of a “penalty grade” for academic dishonesty. Plagiarism is monitored during the courses by the instructors using different software. Plagiarism software detects citations and counts them as plagiarism, no matter if they are correctly cited by the author (student). In these cases, if the content is correctly cited, the instructor may allow a 35% to 40% plagiarism, as recorded by the software, of correct citations. This means, 60% or more of the content of the work presented by the student must be original.

Consequences are:

1. Student found cheating or committing plagiarism will be given an F in the assignment at the first offense.
2. Students found cheating or committing plagiarism will be given an F for the course at the second offense.
3. Students found cheating or committing plagiarism will be expelled from the school at the third offense. Transcript will reflect expelled status.

6.18 **NETIQUETTE**

In the virtual classroom, the student communicates with peers and the instructor in written primarily, through the platform, email and sometimes through chat sessions. "Correct online manners" are generally known as "netiquette". As a rule, communications must adhere to the same behavior that you would in an "off-line" kind of classroom course. Some examples of appropriate netiquette are:

- Avoid writing messages in uppercase. This is usually understood as SHOUTING.

- Be careful what you put in writing. Even though you may be sending an e-mail to one person, it is very easy to make mistakes and send their message to hundreds or thousands.
- Grammar and spelling matter. Online courses require the same level of scholarly communication and the use of grammar and classroom courses.
- Never use profanity in any area of an online course. The transcripts of an online course, ads, email, and chat sessions are savable and can be recorded.
- When replying to messages, just use "Reply All" when really the intention is to respond to all.
- Avoid public criticism, no kindness to others. Publicly criticizing others in an inappropriate way is known as "Flaming".
- Use it with caution and sarcasm. In the absence of nonverbal cues such as facial expressions and voice inflections, the context for their sarcasm can be lost, and your message can, therefore, be misinterpreted.
- In a classroom environment, our tone of voice and facial expressions can convey much meaning to the words we use. In a written message, the subtext of its meaning can be confused or misinterpreted.

The "smileys" are sometimes used in conjunction with the text for the overlay of emotion in a message, to clarify the meaning. It's a good idea to check with your teacher when (or if) it is appropriate in any areas of the virtual classroom to use emoticons or abbreviations and internet slang commonly used (e.g., "lol", "brb" etc.)

6.19 ***RESERVATION AS TO PROGRAMS & CHANGES***

Humboldt International University reserves the right to modify its tuition and fees, withdraw courses and programs if registration falls below a required number or due to unforeseen circumstances. Course additions, deletions, and changes are made to the academic programs periodically to keep them up to date. Consequently, specific course requirements may be changed according to the best interest of the students. A student upon acceptance must identify which language track (English or Spanish) they wish to take their program in. A Spanish-speaking student can take their program entirely in Spanish. If they desire to take a course in English, they must:

- Submit a request to the Registrar,
- Final approval is the Academic Dean,
- Pass the English Proficiency Test as outlines in sub-paragraph 2.4,
- All assessments during the course will be performed in English.
- If the student fails, the course they can repeat it in the original language.

An English student can take their program entirely in English. If they desire to take a course in Spanish, they must:

- Submit a request to the Registrar,
- Final approval is the Academic Dean,
- All assessments during the course will be performed in Spanish.
- If the student fails, the course they can repeat it in the original language.

6.20 **REPEAT COURSEWORK**

The Institution allows a student to repeat a failed course twice and only the last grade to count in the grade point average (GPA). An undergraduate student can receive a “D” in a course and if their GPA is 2.0 or above, he/she can graduate. A graduate student cannot receive a grade of “D” and/or “F” in any course. If so, they must repeat the course prior to graduation. No graduate program student can graduate unless their GPA is 3.0 or higher. The policy does not remove the previous grade but eliminates the effect of that grade on the cumulative GPA by removing it from the computation. The repeated course will be included in the attempted credit hours in calculating the maximum time frame to complete the course.

6.21 **ACADEMIC PROBATION**

Any student who fails for the first time to maintain good academic standing as described above will be placed on academic probation during the next academic period (8 weeks = 1 semester). A student who fails to reach the minimum academic progress for the probation period will be dismissed from the University. Should a student be dismissed for unsatisfactory academic progress, he/she may submit a written appeal to the Academic Dean.

The appeal must be submitted at least seven (7) working days before the beginning of the following term. The Dean will review the request and send a written notice to the student stating the final decision regarding the academic dismissal. This written notification will be sent to the student within seven (7) working days counted from the day the written appeal would have been submitted for consideration. It should be noticed, however, that any unforeseen complication may delay the completion of the appeal process. A student who successfully appeals will be reinstated for an additional term and will remain on academic probation and subject to the same requirements as any other student on academic probation.

6.22 **INSTRUCTOR/STUDENT RATIO**

The Institution’s Instructor/Student ratio for group/classroom will not exceed 1 to 20.

6.23 **RECORD KEEPING**

Record keeping is done by the software package "eduTrac". This program performs the tracking, analyzing, and reporting of student’s records. The system manages: admissions, accounting, registrar, financial assistance, job placement, among others. Electronic Records are maintained indefinitely, and a backup is performed nightly by a third party at a remote location. Hard copies are maintained in fireproof cabinets for five years. The Registrar is responsible for assuring the proper retention of financial, administrative, and student records.

6.24 **CREDIT FOR PREVIOUS TRAINING**

Credits earned from previous education at an Institution may be transferred to the permanent record of students registered at **Humboldt International University**. A student must request that Institution to forward an official transcript to the Registrar’s Office which will be evaluated by the Academic Dean or designee. Approval will be given for the number of credit hours already completed, based on the equivalency with the course associated with the student’s academic program. To evaluate credit course transferability, the student must first submit a written request and the supporting documents to support the request.

This request should be submitted to the Registrar at any time during the week prior to or within the first week of class of the academic term. The student is expected to take the academic course under evaluation. The student will receive a written notice for the credit(s) allowed and the adjusted tuition and program length within five (5) days. The maximum number of credits that may be accepted and/or granted will be not greater than 40% of the total number of credits hours corresponding to the student's academic program.

The University neither guarantees nor implies that other Institutions will accept the credits earned at **Humboldt International University**. Each Institution has its own policies, which rule the acceptance of credits from other Institutions. No credits will be granted for academic courses that have received a grade lower than a "C". If credits are not accepted, the student has the right to appeal in writing to the Executive Director of the University within one week of denial; he/she will review the transcript and make a final determination within five (5) business days.

6.25 *COMPETENCE BASED COURSES CREDIT*

Competence based course credit approval is a special learning modality that allows students to continue their efficient program progress.

Who applies:

Applicants must demonstrate at least one of these conditions:

- Students that have an acceptable GPA (2.5 in undergraduate programs and 3.0 in graduate programs) and want to accelerate their timeframe for program completion.
- Students who have pending course requirements that wish to potentially complete them before the course is next available.

Methodology:

- Based on the course syllabus the student should prepare an integration final work demonstrating the domain of student learning outcomes.
- The student must review the syllabus in the classroom (Classwork Section).
- The student should be prepared for the final work from the first week and have 7 weeks to submit it to the platform
- The Student Services Department oversees answering students' questions and will make a reminder about the delivery of the final work in week 7.
- Instructors will be notified by the academic department of the competency-based courses in week 1 and if they accept the course, they will receive the corresponding Memo and Contract in week 7.
- The document must comply with a project structure and the APA style. (See the Appendix)
- The instructor must study the document, evaluate it, and prepare questions about it if applicable before the 9 weeks
- The instructor must assess the student's final work and assign a grade to the student in the Information System following the procedure established for regular courses.

Results:

- The student must earn an evaluation grade of over 70% to pass.
- The grade earned will be accredited as the grade for the course and will be registered in the student's profiles.

Note: Any exception to this policy must be approved by the Academic Dean.

**Appendix No 1
Structure Final Work**

Topic: Final Work

Objective: Present the final project of a competency-based class for approval.

Introduction: The final step of this course is to obtain approval for the project presented. This means that it can have a continuation and possible successful results.

Instructions: The final work report, considering the course syllabus, should include

1. Introduction.
2. Problem statement.
3. Participants and stakeholders.
4. Background.
5. General and specific objectives.
6. Phase and deliverables.
7. Breakdown, Programming, and Budget.
8. Final considerations.
9. References.

Recommends: Use of the format that has been studied and the APA style.

Evaluation Criteria / Rubric: Use of established formats. Quality of presentation and inclusion of all well-defined products.

Bibliographic support and learning objects: Use academically accepted literature from the HIU Virtual Library.

6.26 *REQUESTING TUTORING*

Once an instructor has identified a student who is falling behind the rest of the class, the instructor should recommend tutoring for the student. The instructor will discuss it with the students informing them of the availability of tutoring, dates, and times. After the student has agreed to the tutoring the instructor shall inform the Registrar. The student shall continue attending tutoring until their grades has improved enough to be taken off. If the student does not maintain satisfactory progress the university's policy on Satisfactory Progress will be implemented as for any other student.

Because HIU offers 8-week courses it is imperative that tutoring sessions do not disrupt the flow of the other courses. Both student and instructor must make time to ensure that the student is provided ample time to improve. If the student is unable to comply with the tutoring session, then the instructor in conjunction with the Registrar should consider informing the student that at its current rate the student will fail the course and offer alternative measures to the student like –

- A. Dropping the course,
- B. Request a Leave of Absence (LOA) until such time as the student is in a better position to resume their studies.

In either case it is the decision of the student that matters. The student should make their acknowledgement in writing to the Registrar and the said document should be placed in the student file.

7.00

E-LEARNING ENVIRONMENT INFORMATION

7.01 *HIU LEARNING MODEL*

Creating a virtual education system is related to a set of activities that involve creating learning communities of practice, where it generates the interaction of the different actors involved in the educational system. Each course has the purpose of creating a Learning Community. HIU starts with the fact that for a virtual education system it is essential the initial creation of a Learning Community (LC). The learning community, in turn, consists of a group of people who share emotions, values and common beliefs, and actively participate in the learning process. Considering that in modern society, knowledge has acquired a real economic value, the construction of knowledge is possible today by promoting the generation of a greater number of learning communities.

Learning communities are articulated among students, professionals, social partners, schools, colleges, universities, or any other group of citizens or networks to generate knowledge with a social purpose. Moreover, the creation of virtual education environments facilitates the setup of learning communities and enables the transmission of information and knowledge, so that there is a direct relationship between learning communities and educational settings. The design of the different types of virtual learning environments may depend on the learning objective, target audience, type of access (classroom, virtual or both), and content types. It is important to know how to use the learning environment, and to understand the significance of the tools and techniques that make the difference between.

The main academic objective of HIU Learning Model is the creation of Learning Communities from the interactions created from the pillars that underpin the ecosystem: pedagogic mediations, student management system, and technology support. To achieve the institutional educational mission, the theories and applied pedagogical approaches are the student-centered and competency-based educational model, as well as problem-based and project-based learning approaches. These theories and approaches serve as a basis for curricular and instructional design, which allows the implementation of these in the teaching-learning process.

The e-learning technological environment is an open educational ecosystem. It is composed by the following working platforms: Project Management, Student Information System (SIS), Learning Management System (LMS), Business Intelligence Suite, and Integration Hub to guarantee maximum efficiency and fluency of educational processes. Students will each get their username and password to access the platform system. The learning educational ecosystem is set up for maximum interaction between the students, their instructors, and contents.

Project Management Platform: Manage complete projects, tracks time, plans resources and monitors performance.

Student Information System is a web-based application software designed to introduce a conducive and structured **information exchange** environment for integrating students, instructors, and the HIU administration. SIS functions as a data warehouse to keep student records in one place, managing the admissions process, handling billing, and more for HIU administrators and officials. A student will use the technology to check his/her class (s), grades, and attendance as well as to maintain communication with the Student Services and Accounting departments.

Learning Management Systems, and its design is a prerequisite to planning, organizing, and conducting educational processes mediated by technology and using communications and networks; it is also called using the term E-Learning.

Business Intelligence Suite is a reporting solution for power users who want to go beyond the **data** and dashboards.

Integration Hub is a tool that allows you to connect apps you use every day to automate tasks and save time. You can connect any integrated apps together to make our own automations processes. The connection between all these platforms, students, instructors, and staff, are considered processes that occur within learning spaces and those that are outside them. This learning context considers the following aspects:

1. The educational process is aimed at forming subjects that act in different social systems.
2. The purpose is to form subjects, who as such act in the environment with purposes according to their contexts and competences.
3. The system establishes the relationships between the subjects and the objects of their action, and the subjects among themselves.

Learning context management performs the relationships promotion that occurs between the subjects that participate in the learning and knowledge process. On the other hand, learning environments involve the articulation of those environments in which relationships between subjects can be established with tools and objects of knowledge. They are understood as physical, social, and educational conditions in which learning situations are located, the type of facilities, equipment, strategies, didactics, the context, and climate of social relations.

The principles of HIU learning model aimed at:

1. Achievement of self-management by students.
2. Development of creativity.
3. Meaning of the action.
4. Participation (intervention in problems in different social and labor environments).

The management of the learning environment allows interactions among the participating subjects to promote the following types of learning:

1. Hyper learning.
2. Intra-learning.
3. Interaction.
4. Self-learning.
5. Meta learning.

HIU Knowledge Management is organized through the management of the learning environment. This provision takes for granted the consideration of the dimensions:

1. Procedural
2. Affective.
3. Social.
4. Cognitive.

In this way, the model can be schematized considering:

1. The subjects that learn.
2. Managers of the learning environment.
3. The interactions between these elements.
4. Objects of knowledge, articulated with each other and available for its comprehension, processing and transformation, through means, tools, and resources.

7.02 ***QUALITY OF EDUCATION***

Our operational quality model is an adaptation of the Five Pillars Quality Model of The Online Learning Consortium. The model considers the following categories:

Learning effectiveness offers online students a high-quality education which is, at least, equivalent to that of traditional students. This does not mean that online learning should replicate those in traditional classrooms, but that instructors and course developers use the unique characteristics of online environments to provide effective learning experiences.

Cost-effectiveness: offers affordable tuition and at the same time, meets the development and maintenance costs to provide a return on investment.

Permanent Access: provides the students with access to complete courses, degrees, or programs in their disciplines of choice. This provides meaningful and effective access to program options, information, assessment, navigability, and appropriate learning resources.

Faculty Satisfaction: where instructors find the online teaching experience personally rewarding and professionally beneficial including support, rewards, and institutional study/research.

Student Satisfaction: where students will reflect on the effectiveness of all aspects of the educational experience, so they can express satisfaction with direct attention, course rigor, fairness, with professor and peer interaction, and with support services.

7.03 ***STUDENTS RESPONSIBILITY AND DUTIES***

Besides their financial responsibilities, students must comply with several responsibilities and duties. These are the following:

1. Students must produce original work. Plagiarism is penalized and not admitted as part of the academic ethics of **Humboldt International University**.
2. Students must follow Netiquette. As expressed before, there is an ethics and “etiquette” on the Net. Language use should always be respectful, cooperative, and ethical.
3. Students must keep their account and profile updated. This includes:
 - i. A current photo
 - ii. Correct information (address, phone number, etc.)
 - iii. Documentation and financial information
4. Students must review and be aware of changes in the HIU platform to be able to master it for their use. This is done by exploring and learning the use of the courses’ sections and reading all the information the Technical Support and Student Services departments provide them.
5. Students must read the catalog and the courses’ syllabi, as part of their necessary knowledge of the courses and university policies and requirements. They must follow and enforce policies and procedures accordingly.
6. Students must submit assignments, forum posts and all course work on time.
7. Students must communicate with the university’s personnel. Communication is done in many ways (e-mail, web-conferences, forums, chats, office hours, etc.) and with different instances, instructors, staff, and fellow students. Communication is essential in online studies, where physical distances are great.
8. Students must develop the habit of searching for information on the web. This is part of the learning process they develop throughout our careers, but it is also a responsibility that will improve the learning process.

7.04 ***MASTERING E-LEARNING ORIENTATION***

The Mastering E-Learning orientation is a prerequisite to starting any degree program at HIU. This orientation helps students become acquainted with the university and acquire essential academic skills related to the online platform and course organization such as online behavior, time management, evaluation process, and online ethics that enhance their academic integration and success at HIU. This orientation is eight-week long and designed to help new students acquire basic academic competencies such as online behavior, time management, academic writing systems, online ethics, information search, and other important issues. The orientation will guide students to a better understanding of how to handle the online education process.

7.05 **ADVISORY BOARD**

Membership

The Advisory Board at **Humboldt International University** (ABHIU) was founded on January 6th, 2012. The purpose of the ABHIU is to advise senior management on issues pertaining to the development, execution, and monitoring of academic activities as it relates to Business and academic needs on a global scale. The members of the ABHIU are selected for their leadership in their chosen career field and their active community involvement. Many of our members play an active role in mentoring future leaders in their chosen professions. Because of HIU's global presence it is recommended that members have global experience in a variety of career fields and business-like endeavors. Like our student body, our Advisory Board members are in other countries and continents. General meetings are held at a minimum of twice a year and via an online platform. Senior management can call a general advisory board meeting if the need arises. A simple majority is needed for a quorum to approve or disapprove a measure up for a vote.

Academia

As part of the Advisory Board, **Humboldt International University** has academic groups whose purpose is to define fundamental professional values and standards for the courses taught in the institution and to ensure a higher education's contribution to research, and program, improving initiatives in the educational process by encouraging scholarly education and by promoting the practical application of research results. These academic groups meet to review and update course materials and keep the courses in a state-of-the-art condition. The academic groups of **Humboldt International University** are:

- Business & Marketing
- Information Technology
- General Education
- Project Management
- Accounting & Finance
- Education

Each group has a rotating coordinator and several members, all from the Faculty of HIU.

7.06 **COMPETENCIES AND LEARNING OUTCOMES**

In the academic environment, there is confusion in defining what competence is and what learning outcomes are. The definition of competency-based learning is complicated not only by the fact that educators use a wide variety of terms for the general approach but use other terms as synonyms. Some of the most common include education based on:

- Proficiency
- Performance
- Standards, and
- Outcomes

After having reviewed a variety of bibliographical sources that define the concept of competencies and learning outcomes, in most cases both are associated as the same concept and are used indistinctly, and in the studies, we have detected very few attempts in the bibliography to clarify this dilemma. This situation leads us to propose that credits accreditation by competencies is a variable module that allows students to accredit credits due to experience, personal knowledge, or to advance courses that the students may need to graduate. This is assessed using the learned method as to a. who applies, b. methodology, and c. results.

Who applies:

- Students who have completed 90% + of their total credits and have personal experience in the field will complete the remaining.
- Students that have ample experience in the field of a specific course
- Students that have an acceptable GPA (3.0) and want to advance their career in time.
- Students with just one course to graduate and the University will not offer the course for more than a year.
- Applicants must demonstrate at least one of these conditions.
- Every case that applies to credit by competencies must be approved by the Academic Dean.

Methodology:

- Based on the syllabus competencies, the student should prepare an integration document demonstrating the development of learning competencies. This is done considering the contents of the syllabus. The paper must reflect all or most of the learning outcomes contained in the syllabus.
- The student must check the syllabus in the classroom (Classwork Section).
- The student will have 8 weeks to prepare the document.
- The Student Services Department will make a reminder about the delivery of the final paper in week 7 and will make sure that the instructor receives it.
- The document must comply with a project structure and the APA style.
- Once presented, a tribunal or evaluation team of 2 to 5 HIU professors must study the document, evaluate it and prepare questions about it if applicable.
- The student will present the document to the evaluation team/ tribunal and must answer the questions prepared by them if applicable.
- This is like the defense of a final paper as described in a capstone but limited to the scope of the course.
- The defense will be oral and private.

Results:

- The student must earn an evaluation grade of over 80% to pass.
- The grade earned will be accredited as the grade to the course and will be registered in the student's files.

- As a result, a Certificate of Completion will be issued and signed by the Instructor, the Coordinator of Student Services, and the Academic Dean.

Example: *Course of Strategic Planning.* The unit of competence to be developed by the student should be planning, and the learning result to be achieved is, the presentation of a strategic plan, which expresses a relationship between the development process of the competency and the outcome of it. The level of competence reached will be determined by the mastery demonstrated by the student during the formative evaluation that the instructor carries out from the use of the corresponding assessment instruments.

7.07 CURRICULUM AND INSTRUCTIONAL DESIGN

Curriculum Development

Curriculum Development is a dynamic process which requires regular review and possible alterations to keep academic programs up to date. Curriculum development can be conceived as methodology, actions, and the result of the diagnosis, modeling, and organization of the curricular-specific programs. HIU curriculum development includes the following critical phases:

- Development of the curriculum designs methodology.
- Selection of the curriculum designers' team.
- Diagnosis of the problem.
- Organization and development of the academic program.

The HIU curriculum development and methodology articulate with the learning conception of the institution. Building competencies in real contexts allows for the results of the planning, and creation of guidelines, and documents, and the implementation and their evaluation in the learning process. The curriculum development includes the following theoretical elements:

1. Instructional Design oriented to problem solving and competency approach in real contexts.
2. Motivational, interactive, and informational resources.
3. Formative and summative assessments.
4. Creating virtual learning communities (VLC).
5. Collaborative learning.
6. Development and implementation of final projects.

The methodology for curriculum development includes the following key steps:

1. Analysis of problem situation
2. Definition of programs topics
3. Identification of program learning outcomes
4. Identification of generics and professionals' competencies
5. Developing the competencies: knowledge attributes, skills, and values,
6. Development of the Curricular Map defining the course's subjects in correspondence with the competencies

Instructional Design

Instruction is the intended facilitation of learning toward identified learning goals. (Smith and Ragan, 2005). Instructional Design (ID) is that branch of knowledge concerned with research and theory about instructional strategies and the process for developing and implementing those strategies and citation. The main goal of an ID model or process is to construct a learning environment to provide the learners with the conditions that support the desired learning processes. What determines whether formally designed instruction is suitable or not, generally depends on the importance of the learning objective. An appropriate instructional design should consider the following elements (Moore & Kearsley, 2011):

- **Good structure:** The course structure will include session titles or learning units, learning objectives of the session or unit topics to be addressed during the session, time duration of the session.
- **Clear objectives:** (Competencies). Competencies include explicit, measurable, transferable learning objectives that empower students.
- **Small units:** (Units and Learning Activities). The courses are designed for terms of eight weeks and consider the creation of four sessions or learning units two weeks long and a learning activity per week.
- **Planned participation:** The instructional design plans every step of the participation on the development of activities for both the instructor and the students ensuring competencies development, self-management, as well as all the principles of the HIU learning model.
- **Completeness:** The course must include all headings presented in the attached formats (depending on the level of the program.) The designs for undergraduate programs are detailed ones, guiding more students to the problem-solving skills and creating through action; the designs of the graduate programs are open, giving more space for debate and research.
- **Synthesis:** The language and the drafting of the design is as clear and simple as possible demanding a designer's ability.
- **Motivation:** A motivating design should be a design that encourages students to learn, to work together with other students to enjoy learning and to be self-motivated to face challenges systematically.
- **Medias and educational resources:** Using media and educational resources in the design must achieve the attention and understanding of the tasks by selecting those with a proven academic validity.
- **Open-ended:** The course should always introduce students to the topics to be treated or it must contain a general introduction course, an introduction to each session and an introduction of each learning activity. Likewise, the student must

understand what the final objectives will be and what will be their goals and accomplishments at the end of the course.

- **Feedback:** The course should consider tasks that allow feedback and learning the construction of meaning through the interactions.

- **Learning outcomes:** Learning outcomes are the evidence of learning will therefore work product of the student during the course. We recommend using a learning outcome that considers competition integrator at the end of the course.

- **Continuous Evaluation:** The proposals will be formative assessment and frequent systematic means which will establish a working style and adopt a psychological environment intended to encourage and establish a relaxed working pace. The evaluation may not be used to either sanction or punish the student.

The specific skills are developed through interaction between instructors-students, students -students, students-learning activities, and content, as well as interaction between students in a collaborative environment. HIU academic programs are focused on:

- Online Learning through an educational platform, accompanied by an advisor.
- Course structuring integrated in terms of skills and disciplinary axioms.
- The development of transferable skills.
- The program requires a strong work ethics for each participant in the program, as well as developing the practice of working and collaborating as part of an overall team, which is an intrinsic element for the development of workplace skills.
- Providing the learning time each student requires through the instructional design model.

It is important that there be congruence between learning and the time devoted to it. That dynamic allows the student to fulfill assignments and learn the material in a timely manner. This is part of the integration process that enables instructional design to use the following elements: course objectives, content, learning activities, and schedule of activities. There are no existing studies or investigations regarding time spent studying class materials; they are not considered an essential factor in distance education, since the student academic load is not measured through time commitment, but rather through the given number of activities. However, online course time commitment may be obtained by using the following data:

- By obtaining, through the university server, the respective online time each student spent in any course, measured with logins and logouts.
- By calculating the estimated amount of time required for a student to successfully complete the requirements for any course, measuring that time frame against the actual time it took each student to complete the said course
- By inquiring directly with each student, using a questionnaire or other forms, to either continue with their course work and/or conduct valid evaluations.

The two critical features of instruction as a designed process and product are the following:

1. Instruction has an intended goal, audience, and context
2. Instruction has an intended facilitation to that goal

To ensure that instruction is effective we need to verify that the instructional goal is satisfied by the learner, and that the instruction itself is facilitating the attainment of the learning goal. There are 3 principal components of instruction, these are:

1. Competencies and learning outcomes.
2. Instructional materials - which include the opportunity for student practice through interaction.
3. Assessment - which confirms that student learning has taken place.

Learning Objects In instructional terms, goals are termed learning outcomes are three principal components to a learning object:

- Performance – Statement of the goal in terms of behavior that will demonstrate learning.
- Conditions – Statement under which conditions the goal will be attempted.
- Standards – The measurable standard (or criterion) that indicates degree of satisfying the goal.

These three components of a learning outcome ensure that the student is competent or not. These learning outcomes must contain both a measurable and specific goal and specify the conditions under which the competence is to be attempted.

Table 1: Instructional Design Template

	Activities	
1	Course definition to design	
2	Designer selection	
3	Instructional Design Training	
4	Knowing the learning model and the academic program	
	<u>UNDERGRADUATE</u>	

5	Syllabus Development	
5.1.	Data of Designer and Instructor/Faculty Member	
5.2.	Definition of Competences	
5.3.	Create course structure	
5.4.	Definition of Learning students' outcomes	
5.5.	Create the Calendar of Weekly Requirements for Students	
5.6.	Definition of required materials and educational resources	
6	Learning Activities Breakdown	
	Session (Unit)	
6.1	Definition of Session Title (Learning Unit)	
6.2.	Definition of Learning Outcome of Session	
6.3.	Write an Introduction	
	Learning Activity	
6.4	Title	
6.5.	Learning Objective	
6.6.	Introduction	
6.7.	Instructions for students	

6.8.	Duration in days or weeks	
6.9.	Glossary	
6.10.	Recommendations	
6.11.	Evaluation criteria	
6.12.	Bibliographic Support	

7.08 **CREDIT HOUR DEFINITION**

Humboldt International University typical three credits course comprises four (4) sessions, four to eight (4 – 8) units of competencies, six to ten (6–10) learning activities, from sixteen to twenty-four (16–24) learning outcomes and at least forty-eight (48) interactions. The definitions of Session, Learning Activity, Competency, Learning Outcomes, and Interactions are the following:

Session: It is an important subdivision of the course content and represents a significant body of knowledge. One course session would represent two weeks of instructions and would be equivalent to 0.75-semester credit.

Learning Activity: It is the main subdivision of a session. It is a distinct and discrete component of a session and includes activities such as assignments, forums, conferences, chats, tutorials, self-preparation, and collaborative work.

Competency: A general statement that describes the desired knowledge, skills, and behaviors of a student graduating from a program (or completing a course). Competencies commonly defined as a verb is the applied skills and knowledge that enable people to successfully perform in professional, educational, and other life contexts.

Learning Outcomes: A learning outcome is observable and measurable product of learning. Learning outcomes are a consequence of teaching and learning, of instruction and study. Learning outcomes are described with three components: conditions under which learning (instruction) is facilitated, observable and measurable actions or products, and a minimum standard of learning criteria expectations. In general, there is at least one learning outcome for each topic of the course.

Interactions: Interactions are the result of the transfer of knowledge as a basis for learning. The interactions occur between instructor and student, student and student, and student and content and student staff and integrate the base of learning communities.

The online format course is based on the consideration of the following direct activities of the students to develop the program:

Student online activities 15 Hours:

- Asynchronous interaction.
- Discussion forums
- Submission of Assignments
- Participation in learning communities.
- Synchronous or directed interaction with an online instructor.
- Web Conferences
- Tutorials

Students' Self-preparation 30 hours:

- Time for personal preparation or personal preparation (readings and study of books, notes on articles, videos, analysis of bibliographies and publications and study of other educational resources)
- Assignments (projects, documents, analysis, conceptual maps, and other learning products)

Calculation of the Credit Hour Unit:

Humboldt International University criterion for one credit hour is achieved with 45 hours of student work: 30 hours to the self-preparation and 15 hours contacts through the platform. The average distribution of hours by activities for one week at **Humboldt International University** is shown in the following table:

Table 2: Credit Hour Calculation

Week	Online Platforms	Asynchronous Interaction	Hours
		Discussion Forum	2
	Upload Assignments	1.2	
	Learning Communities Participation	0.51	
	Synchronic Interaction		
	Web Conferences	1.6	
	Tutoring	0.32	
	Self-Preparation	Study of Bibliographical Sources	5.25
		Assignments Preparation	6
		Total	6.88

7.09 ***COURSE NUMBERING SYSTEM***

Courses in this catalog are identified by prefixes and numbers that were assigned by HIU's course numbering system. The first three letters identify the program degree, undergraduate, associate and bachelor or graduate, master, and doctor. The first digit represents: 1–2 Lower-level undergraduate, 3–4 Upper-level undergraduate, 5–9 Graduate and Professional level. The last three digits of the course number are assigned by members of HIU's faculty program committees.

7.10 ***HOW TO CONDUCT COURSES***

A. The educational model of HIU is founded on constructivism, which is based on the idea that people learn better when they are involved in a social process of knowledge construction through the act of creating their own learning in a real social context.

B. The HIU learning model is a flexible model of online delivery. It combines elements of student-centered education and education through problem-solving and project-learning approaches. The teacher is no longer the center of the learning model, as in traditional systems, but becomes a learning facilitator.

C. The programs are carried out through the HIU learning ecosystem organized around various platforms and methodologies, 24 hours a day, 7 days a week. The HIU ecosystem guarantees ongoing interaction between students, instructors, content and HIU staff, which fosters the creation of learning communities.

D. The ecosystem includes: the SIS information management platform for students, the learning management platform, the information welcome documents (letter and video), the course program, the university policies, the learning activities, the rating scale for the evaluation of learning, the evaluation criteria, literature and educational resources for each course, access to the virtual library, synchronous tutorial hours, course calendar, chat room for informal communication, student services , and technological support, among other functions. For more details see academic and technological chapters.

E. Students must take the HIU1002 Mastering e-ELearning course as a mandatory prerequisite for any of HIU's academic programs. The HIU1002 course is an original academic work of HIU, provides guidance on how to take a successful online course, and develops functional skills in the use of learning platforms, time management, self-learning management, collaborative learning, information search, and presentation of documents in APA format.

F. The basic learning management system is based on the SASLE system. The basic structure of the system is organized around the courses. The term (or academic term) lasts ten (10) weeks, eight (8) weeks of activity and two (2) weeks for the preparation of administrative courses. Five academic periods start within the academic calendar year.

G. The courses are prepared by instructional designers. The instructional designers develop the instructions that allow the student to intuitively generate their professional and generic competences.

H. The courses are designed to develop competences and skills through the learning units and the activities that are implemented as interaction processes between instructors, students, content, and educational resources. The results of each activity demonstrate the academic success of the students. This instruction design guarantees students personalized attention (20-25 students maximum per group) and permanent interaction between all the elements involved in the teaching-learning process.

I. Students have access to the platform and its courses through identification and credentials assigned since their admission to HIU.

J. Each student will have their individual space on the SIS platform with a list of their courses, their grades and other useful information as well.

K. Students will also have access to navigation and communication tools, calendar, evaluation, forums, questions, participants, and message blocks.

L. Students who enter any course will find instructions and the permanent accompaniment of their instructors for the development of learning activities and the creation of the final learning products.

M. The instructors evaluate the received product and assign a grade to the student or ask him/her to adjust in the tasks to adequately complete the learning product, establishing interactions between the instructor and the student that allow the construction of knowledge and learning.

N. The synchronous communication for the tutorial sessions, to clarify doubts or for workshops will be carried out in the same learning management platform as the other learning activities.

7.11 **GRADING SYSTEM**

Students will be provided with a progress/grade report at the end of each semester. A copy of the report will be placed in the student's permanent file maintained by the University. Students have online access to their grades immediately after they are posted on the student management system. Evaluation will be formative according to the evidence of the learning outcomes (forum, chats, assignments of learning activities, live discussion, etc.) Students are graded according to the following Grade Point Average (GPA) system:

GRADE	POINT VALUE	DESCRIPTION	NO. VALUE
A	4.0	EXCELLENT	90 – 100
B	3.0	GOOD	80 - 90
C	2.0	AVERAGE	70 - 80
D	1.0	PASSING *	60 - 70
		FAILURE **	60 - 70
F	0.0	FAILURE * / **	50 - 0

- * Undergraduate course
- ** Graduate course

Transcript status:

AH	Administrative Hold
CR	Transferred/Tested
FR	Failed/Retaken
W	Withdrew

In the Undergraduate level programs a student can receive a “D” grade in a course and still pass the program if the accumulative GPA is 2.0 or above.

In the Master’s and Doctorate level programs if a student receives a “D” grade they must repeat the course. The accumulative GPA must be 3.0 or above and must always be maintained.

An “F” grade is not acceptable for any program. The student must repeat the course at the earliest possible moment.

7.12 SACTISACTORY ACADEMIC PROGRESS (SAP)

Students are expected to meet specific standards of satisfactory academic progress while working toward a degree at the University. Students will be evaluated for academic progress at the end of each term. The satisfactory academic progress policy measures two factors:

1. Qualitative Measure (Cumulative GPA)
 - A. Undergraduate students must maintain a cumulative grade point average of 2.0 or higher for all credit hours attempted to remain compliant with SAP Policy. This amounts to a “C” average. The grade of “W” has no effect on the student’s cumulative grade point average.
 - B. Graduate students must maintain a cumulative grade point average of 3.0 or higher for all courses attempted. This amounts to a “B” average. The grade of “W” has no effect on the student’s cumulative grade point average.
2. Quantitative Measure (Credit Hour Progression)

You must complete at least 67% of credit hours attempted each semester to remain compliant with SAP Policy. Credit hour progression will be based on a cumulative total of attempted hours to earned hours. For example, if a student enrolls for 12 term credit hours the student is required to successfully complete a minimum of 8 term credit hours ($12 \times 67\% = 8$) for the term.

The Registrar monitors Satisfactory Academic Progress (SAP). She/he receives weekly grade reports from faculty, which inform student support, as needed. At the conclusion of each term, the Registrar completes a formal SAP review. The Registrar verifies students’ SAP at the conclusion of each term. Faculty inform students throughout the term if their course grades are unsatisfactory. Students who are not maintaining SAP at the conclusion of a term are informed of their status and are informed of academic disciplinary measures at that time by the Registrar. Any student who fails to maintain satisfactory academic progress for the first time will be placed on Academic Warning during the next term. A

student who fails to return to good standing during the warning term will be placed on Academic Probation during the next term.

A student who again fails to return to good standing during the probation period will be dismissed from the University. Should a student be dismissed for unsatisfactory academic progress, he/she may submit a written appeal to the Academic Dean. The appeal must be submitted at least seven business days before the beginning of the next term.

The Academic Dean will review the request and send a written notice to the student stating the final decision regarding the academic dismissal. Students who are unable to maintain SAP are subject to academic probation for one semester. If they are unable to reestablish SAP at the conclusion of that semester, they are dismissed unless they can successfully appeal their dismissal. An appeal may be granted for one additional academic probation semester. This written notification will be sent to the student within seven business days after receipt of the appeal. If unforeseen complications delay the completion of the appeal process, the student will be notified of such. A student who successfully appeals will be reinstated for an additional term and will remain on academic probation for that term. Students are expected to regain minimum academic progress during the appeal term, or they will be dismissed without opportunity for appeal. If a student needs more than one term to regain satisfactory academic progress standing, his or her circumstances will be considered on a case-by-case basis. If appropriate, an individual SAP plan will be put in place for the student's continued enrollment, if the student still has a statistically significant chance of regaining minimum SAP standing prior to program completion.

7.13 ***SAP TERMINOLOGY***

“Attempted” means all credit hours for which a student is enrolled and has attended after the drop/add date for class enrollment.

Successful completion of a course is defined as a passing grade of A, B, and C. Grades of “W” (withdrawn), “D” and “F” (failing), are not considered successful completion.

In the undergraduate program you can receive a “D” in a course and if the GPA does not go below 2.0 the student can still graduate. In the Graduate program a grade of “D” and/or “F” is unacceptable. The student must repeat the course prior to graduating.

Once the course is repeated and the grade is 3.0 or higher the “D” and/ or “F” grade will be removed from their transcript. A Graduate student cannot fail the same course more than twice (2x) before they are expelled from the program.

A grade of “I” (incomplete) is not considered to be successful completion until the course has been completed and the new grade has been officially received and recorded. An Incomplete “I” is a temporary grade which may be given at the Professor's discretion to a student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic term. Students will have two weeks from the term's end date to complete coursework. Otherwise, the grade will convert to an F.

A grade of “W” is given when a student drops from a course after it begins, and they have attended.

Transfer credits are counted toward the student’s current program count as both attempted and completed hours. The Institution does not provide proficiency credits, non-credit courses, and remedial courses, therefore are not considered part of the student’s satisfactory academic progress.

7.14 ***FACULTY QUALIFICATIONS***

Academic: To give systematic advice, moderate discussions, review and assess, avoid drops.

Pedagogical: To provide learning strategies, follow up student work.

Technological: To use tools to ensure a successful outcome.

Motivational: To create professor-student, and student-student trust.

Organizational: To provide timely feedback and clarify doubts to enable forum discussion and to insure students’ self-discipline and time management.

Institutional: To create a link among students, management, academic staff, and technological support.

Promotes learner autonomy and is aware of individual differences.

Uses relevant and current information to transmit knowledge.

Research Researchers the curriculum and provides concrete up-to-date examples constantly.

Gives importance to students’ thoughts of and promotes student research, evaluation, discussion, and reporting.

Is aware of individual student differences.

Is aware of student prerequisite skills and knowledge and uses this foundation to build new knowledge.

Is aware of how each learner can learn.

Initiate's student-professor interaction and has communication and technological skills to implement distance education effectively.

Constructs student-centered learning with opportunities for interaction.

Encourages students to be responsible for learning and for contacting the professor when needed.

Collaborates with students in self-development and responsibility.

Provides environment, materials, and guidance for collaborative learning, interactive discussion groups, individual learning, and research.

Provides prompt and accurate feedback to students to facilitate learning.

Promotes the approach of "learning by doing."

7.15 ***EXAMINATION AND EVALUATION OF STUDENT WORK***

Evaluation and assessment of learning are systematic and formative. Monitoring of students by advisors on delivering activities and participation in forums is done every day, and control of advisors on interactions with students is done by coordinators every week. Weekly reports are issued. Periodic evaluations are presented for each unit at the end of the course and semester for each student. The facilitators deliver comments on the achievement of competencies by students.

7.16 ***THE PROCTORING PROCESS***

The Proctoring Process is also called remote proctoring, refers to proctoring monitoring a student over the Internet using a webcam. It includes the process, occurring at a distance, for authenticating the student as the person who is taking an exam or course at **Humboldt International University**. This process must produce a secure solution in monitoring and authenticating students that are not physically present at the University. Authentication refers to the process of making sure that the person monitored is the person who is supposed to be there. Authentication is the responsibility of the proctor or professor of a course, often the same person.

There are many ways to authenticate a person, and it is not the same thing as identification. Identification is the process of determining who the student is. **Humboldt International University** identifies the student during admissions. Therefore proctoring, in our case, means authentication of the student. All online proctoring systems rely on a webcam with an integrated microphone. The webcam with microphone is primarily used to monitor and chat with a student, but should also be used in the authentication process, as it is used to capture/compare a photograph or to take a picture of a government-issued ID when necessary.

The **Proctoring Process** at **Humboldt International University** includes the following procedures:

- Proctoring must begin when the professor produces a proctoring agenda and calendar on the platform. To this purpose, the professor/proctor must inform the platform administrator of the schedule he/she proposes for this matter the week before the proctoring starts.
- The professor must also announce the proctoring to the students in two ways: through a collective e-mail message and the Latest News section.
- The proctoring process must take place between weeks 2 and 7 (including both); to ensure the student has participated in the course and that the results are transmitted in time to Student Services before the course ends.
- Then, according to the schedule, a chat of around 10 to 20 minutes must take place between the proctor and the student.
- A photo (snapshot or screenshot) of the student showing an official ID can be taken.
- The proctor must develop a conversation, and/or ask questions, about one or two of the topics that the student has studied in the course to authenticate that the student is taking this course.
- The proctor must complete a form that includes the information of both, student and proctor, the course name and term if the proctoring forms are not on the platform.
- In the proctoring form, the proctor must state what the discussed topic(s) were; what questions were asked, and the student's answers.
- In this same section of the form, the proctor must certify, according to his/her academic expertise, that the student is taking the course and that he/she is the right person (authenticate the student).
- The proctoring chat may be done through Meet or any visual app.

The Proctoring Process is mandatory for all students in each course taught at **Humboldt International University**. The IT department shall produce a Google Drive questionnaire that each instructor must fill out with the information that verified that the actual student who is taking the course is the same student being proctored. This document once presented is filed as an official verification in the student files.

7.17 ***TIMELY RESPONSE TO STUDENTS' QUESTIONS AND COMMENTS***

- A. Communication between the participants in this learning process takes place via tools such as forums, portfolios, internal mail, and chat rooms.
- B. Feedback to students is delivered within 72 hours, and answers to questions and doubts in 24 hours.

7.18 ***PROCEDURES FOR DISTRIBUTION OF MATERIALS***

- A. Distribution of quality educational resources and materials is ensured through access from the learning platform to the digital library with peer review articles, eBooks, videos, audios, and other educational materials.
- B. Library and Information Resources Network. The LIRN virtual library provides students with millions of peer-reviewed and full-text journal, magazine, and newspaper articles, e-books, podcasts, audio, and video resources to support their academic studies from Gale Cengage, ProQuest, EBSCO, CREDO Reference,

eLibrary, and more, covering topics for General Education, Business, and medical programs.

- C. Digital Oceano (Spanish) Digital products, accessible via the Internet, that have been created by Oceano Digital, which incorporates a large amount of information on Spanish regarding all area of knowledge.

8

TECHNOLOGY ECOSYSTEM INFORMATION

8.01 *ECOSYSTEM OVERVIEW*

The University uses an Ecosystem of digital platforms and tools to support in its totality the students' learning path. In collaboration with Google, the student is provided with a Google Account with which he/she will access:

- Gmail for the email,
- Google Classroom and Google Sites as the learning platform,
- Google Drive as the productivity tools and information repository,
- Finally, the Student Information System.

8.02 *STUDENTS CREDENTIALS*

The student will be given the credentials for their Google Account at the time of enrollment confirmation. With these credentials he/she will access every platform or tool in their learning path

8.03 *ACCESS TO THE WORKING PLATFORM*

Access to these platforms can be gained from the University website at <https://www.hiuniversity.com>. More direct access can be gained with the following links:

- Email: <http://mail.humboldtui.com>
- Drive: <http://drive.humboldtui.com>
- Student Information System and Learning Platform: <https://sis.humboldtui.com>

8.04 *STUDENT INFORMATION SYSTEM*

The student will find all the information related to his/her career carrier in the Student Information System, like approved and pending courses, final grades, billing, and the means to send payments.

8.05 *LEARNING MANAGEMENT SYSTEM*

The LMS or Learning Management System is based on Google Sites, Google Classroom and Google Drive. Google Sites is the platform in which the content of the courses is displayed; here the student will spend their studying time. Google Classroom is the platform in which the student creates and submits his/her assignments, follows the instructors' indications, and interacts with the forums communicating with other peers. Google Drive is the supporting platform where the student will find the tools to deliver his/her work.

9

HIU DEGREE PROGRAMS

9.01 ***UNDERGRADUATE DEGREE PROGRAMS***

Associate of Science in Business Administration Concentrations in:

International Business

Marketing

Associate of Science in Information Technology

Bachelor of Science in Business Administration Concentrations in:

Entrepreneurship

International Business

Marketing

9.01.1 ***ASSOCIATE OF SCIENCE IN BUSINESS ADMINISTRATION***

The Associate of Science in Business Administration program focuses on educating, training, and developing students' skills to manage the ever-increasing complexities of business. The program will give a foundation on which to build a successful career in business and provide an understanding of the implementation of business functions in the local and international environment. This program offers a sequence of courses that provide coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers such as entry-level management trainee positions in the marketing and international business environment.

The Associate in Business Administration (AS) program is offered for those students whose career goals require a broad knowledge related to marketing and international business. All students will take coursework in the areas of finances, accounting, general business management, information technology, computer applications, and business law. In addition, students will choose an area of concentration that will provide the remaining courses in the major. The following describes each area of concentration.

Program Outcomes:

- Demonstrate and apply informed decision-making, team building, negotiation, and communication skills.
- Demonstrate and apply effective communication within the context of business (oral and written communication)
- Identify and make use of business administration tools (i.e., market research, statistical analysis, comparative ratios).
- Identify and apply the functions of running a business, such as management, marketing, accounting, finance, human resources, information technology, ownership, and production.
- Define and apply best practices of business administration in the functional areas of business.
- Identify and explain the external forces that affect the business world and the business concepts involved with international commerce.
- Explain the importance of workplace ethics and diversity.

International Business

International Business is an important aspect of the business world today. This concentration equips graduates for employment in entry-level positions with companies engaged in international commerce.

Marketing

The concentration in Marketing is designed to provide students with a basic marketing background to prepare them for entry-level positions in business.

Total Number of Semester Credit Hours: 60
 Credential awarded: Associate of Science

<u>Course Number</u>	<u>Course Name</u>	<u>Semester Credits</u>
<i>General Education (15 Credits)</i>		
ASB 1001	English Composition I	3.0
ASB 1002	English Composition II	3.0
ASB 2038	College Algebra	3.0
ASB 2039	Statistics	3.0
BSB 2002	Critical Thinking and Ethics	3.0
<i>Core Courses (36 Credits)</i>		
AIH 2015	Principles of Organizational Psychology	3.0
ASB 1012	Principles of Business	3.0
ASB 2006	Principles of Microeconomics	3.0
ASB 2007	Principles of Macroeconomics	3.0
ASB 2008	Fundamentals of Human Resources Management	3.0
ASB 2009	Principles of Financial Accounting	3.0
ASB 2010	Principles of Accounting	3.0
ASB 2013	Business Law and Ethics	3.0
ASB 2015	Information Management for Business	3.0
ASB 2017	Principles of Project Management	3.0
ASB 2019	Strategic Planning for Business	3.0
ASI 1002	Principles of Information Technology	3.0
<i>Marketing (9 Credits)</i>		
ASB 2022	International Marketing	3.0
ASB 2023	Branding and Advertising	3.0
ASB 2024	Digital Marketing	3.0
<i>International Business (9 Credits)</i>		
ASB 2025	Principles of International Trade	3.0
ASB 2026	International Business Competitiveness	3.0
ASB 2027	Globalization and Business	3.0

9.01.2 ***ASSOCIATE OF SCIENCE IN INFORMATION TECHNOLOGY***

The purpose of the Associate of Science in Information Technology program is to offer technical training and a foundation in the most popular computer software applications as well as a general background in many computer concepts and techniques. Our graduates will be ready to apply for entry-level positions as system specialist, user support specialist, and computer information managers. The Associate in Information Technology program provides students with the science of design, analysis and implementation of highly effective systems and can adapt it to convert it into a resource that adds significant value to the organization.

Program Outcomes:

- Explain and make use of Information Technology tools in business organizations.
- Explain numbering system theory and understand symbolic logic reasoning using propositional calculus.
- Explain and make use of modern operating systems.
- Acquire practical experience using the integrated programs of Google Office Productivity Tools.
- Develop operational roles/responsibilities and processes and procedures for customer support.
- Explain and apply general-purpose computer language programming.
- Construct a computer and its components to match specific requirements.
- Organize and employ database management systems within a business organization.
- Explain and make use of best practices, architecture, model, and protocol for operating computer networks.
- Design and develop websites, including site definition and planning, information architecture, site design, and construction.
- Present, plan, and develop an integrative learning project that offers a successful solution to a practical problem.

Total Number of Semester Credit Hours: 60

Credential awarded: Associate of Science

<u>Course Number</u>	<u>Course Name</u>	<u>Semester Credits</u>
<i>General Education (15 Credits)</i>		
ASB 1001	English Composition I	3.0
ASB 1002	English Composition II	3.0
ASB 2038	College Algebra	3.0
ASB 2039	Statistics	3.0
BSB 2002	Critical Thinking and Ethics	3.0
<i>Core Courses (45 Credits)</i>		
ASB 2015	Information Management for Business	3.0
ASB 2017	Principles of Project Management	3.0
ASI 1001	Service Desk Concepts	3.0

ASI 1002	Principles of Information Technology	3.0
ASI 1020	Mathematical Logic	3.0
ASI 2003	Software Operations	3.0
ASI 2008	Fundamentals of Database Systems	4.0
ASI 2009	Networking Management Fundamentals	4.0
ASI 2011	Web Page Development Concepts	4.0
ASI 2013	Associate Capstone	4.0
ASI 2014	Computer Programming Fundamentals	4.0
ASI 2015	Office Productivity Tools	4.0
ASI 2016	Hardware Operations	3.0

9.01.3 **BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION**

The purpose of the Bachelor of Science in Business Administration is to contribute to the education of students with a general knowledge of business and in specific areas of marketing, and international business to develop the necessary competencies and skills to be effective leaders in the business world today.

Program Outcomes:

- Demonstrate and employ critical thinking, speaking, and writing skills to address organizational issues.
- Identify, analyze, and function within the legal and cultural environment of international business.
- Review and evaluate the laws and regulations affecting the international business arena.
- Explain and employ ethical analysis, argumentation, discussion, writing, and the justification of ethical positions.
- Explain and apply innovative management in organizations.
- Explain, analyze, and apply the concepts of leadership theory and methodology to improve skills in entrepreneurial management.
- Identify and apply financial management to organizations. Discuss and assess international financial management and international trade.
- Explain and develop processes of creating a strategic marketing plan.
- Interpret and employ basic elements of statistical probability to the business organizations.
- Conceptualize and analyze the information explosion, the globalization of economies, and the increased competition resulting from information technology (IT).
- Explain and apply the principles of financial accounting and the accounting techniques applied in the United States.
- Identify and apply human resources theories, including the new concepts of human capital.
- Present, plan, and develop an integrative learning project that offers a successful solution to a practical problem.

There are three main concentrations in the BSB program:

Entrepreneurship

This concentration is intended for students who desire to improve their understanding of the business environment and entrepreneurial issues related to a business or organization.

International Business (IB)

International business is an important aspect of the business world today. This concentration prepares graduates for employment in entry-level positions with companies engaged in international commerce.

Marketing

The concentration in Marketing is designed to provide students with a basic marketing background to prepare them for entry-level positions in business and government.

Total Number of Semester Credit Hours: 120
 Credential awarded: Bachelor of Science

<u>Course Number</u>	<u>Course Name</u>	<u>Semester Credits</u>
<i>General Education (30 Credits)</i>		
ASB 1001	English Composition I	3.0
ASB 1002	English Composition II	3.0
ASB 2038	College Algebra	3.0
ASB 2039	Statistics	3.0
ASB 2045	Origins of Western Civilizations	3.0
BSB 2001	Psychology of Personal Effectiveness	3.0
BSB 2002	Critical Thinking and Ethics	3.0
BSB 2003	Social Basis of Behavior	3.0
BSB 2004	Principles of Earth Science	3.0
BSB 2005	History of Life	3.0
<i>Core Courses (69 Credits)</i>		
AIH 2015	Principles of Organizational Psychology	3.0
ASB 1012	Principles of Business	3.0
ASB 2006	Principles of Microeconomics	3.0
ASB 2007	Principles of Macroeconomics	3.0
ASB 2008	Fundamentals of Human Resources Management	3.0
ASB 2009	Principles of Financial Accounting	3.0
ASB 2010	Principles of Accounting	3.0
ASB 2013	Business Law and Ethics	3.0
ASB 2015	Information Management for Business	3.0
ASB 2017	Principles of Project Management	3.0
ASB 2019	Strategic Planning for Business	3.0
ASI 1002	Principles of Information technology	3.0
BSB 2015	Corporate Finance	3.0
BSB 2018	Statistics for Business Decisions	3.0
BSB 2020	Innovation Management	3.0
BSB 3031	Negotiation and Conflict Resolution	3.0
BSB 3042	Bachelor Capstone	3.0
BSB 4020	Ethical Role of the Manager	3.0
BSB 4023	Marketing Principles and Applications	3.0
BSB 4024	Operations Management	3.0
BSB 4031	Fundamentals of Leadership	3.0
BSB 4032	Competitive Intelligence for Business	3.0
BSB 4046	International Business	3.0

	<i>Entrepreneurship (21 Credits)</i>	
ASB 2025	Principles of International Trade	3.0
ASB 2027	Globalization and Business	3.0
BSB 2051	Entrepreneurial Finance	3.0
BSB 2153	Small Business Management	3.0
BSB 3039	Marketing Research	3.0
BSB 3055	Franchise Management	3.0
BSB 3057	Entrepreneurship Experience	3.0

	<i>International Business (21 Credits)</i>	
ASB 2022	International Marketing	3.0
ASB 2025	Principles of International Trade	3.0
ASB 2026	International Business Competitiveness	3.0
ASB 2027	Globalization and Business	3.0
BSB 3047	International Business Law	3.0
BSB 3048	International Business and Finance	3.0
BSB 3039	International Business Negotiations	3.0

	<i>Marketing (21 Credits)</i>	
ASB 2022	International Marketing	3.0
ASB 2023	Branding and Advertising	3.0
ASB 2024	Digital Marketing	3.0
BSB 3038	Consumer Behavior	3.0
BSB 3039	Marketing Research	3.0
BSB 3040	Marketing Tools	3.0
BSB 3041	Marketing Strategy and Planning	3.0

9.02 ***GRADUATE DEGREE PROGRAMS***

Master of Science in Business Administration with Concentrations in:

Entrepreneurship
International Business
Leadership
Marketing

Master of Science in Organizational Leadership with Concentrations in:

Business
Education

Doctor of Business Administration

Doctor of Education with Concentrations in:

Educational Systems and Environment
Instructional Leadership

9.02.1 ***MASTER OF SCIENCE IN BUSINESS ADMINISTRATION***

The Master of Science in Business Administration program enables students to contribute to the business profession and fosters independent learning. Upon completion of this program, students can:

- Evaluate an organization's financial position through financial statement analysis and/or forecasting.
- Summarize and discuss the ethical and legal responsibilities of organizations.
- Apply selected methods of quantitative analysis to enhance business decisions.
- Compare economic environments and markets and their impact on business.

Through a conceptual understanding, apply managerial leadership skills, marketing strategies and/or international business concepts, theory, and research to critically analyze and solve problems in unpredictable environments. The Master of Business Administration offers an intensive graduate program that educates students in the theories and practices of the modern business world. The MBA program fosters independent learning and enables students to contribute intellectually to the business profession. MBA students complete general coursework in valuable areas such as accounting, finance, management, marketing, and business research methods. Graduates demonstrate a conceptual understanding of advanced business strategies and critically analyze and solve problems based on applied research methods. There are four concentrations in the Master of Science program.

Program Outcomes:

- Examine and analyze the diverse aspects of starting, acquiring, and operating different types of business enterprise.
- Develop digital competency with Information Technology (IT) and make use of it in business and company management operations.
- Apply statistical tools for business improvement and analysis.
- Examine and assess Human Resource systems to contribute to organizational knowledge management efforts.
- Examine and evaluate the decision-making and problem-solving roles of management.
- Analyze and evaluate costs and revenues, budgets, the use of information technology in accounting and finance, and the role of accounting information as a tool for managerial decision-making.
- Examine and discuss the core concepts of global competitive marketing and how global marketing strategies can affect a company's future performance.
- Analyze and evaluate the foundation of current laws and regulations that determine modern business and examine how this has affected students' personal experience.
- Develop a global view of business, investigating why and how companies go international.
- Examine and evaluate international business with an emphasis on cultural diversity.
- Plan, develop, and execute an integrative learning project that offers a successful solution to a practical problem.

Entrepreneurship

This concentration analyzes business entrepreneurship in an entirely new way. It is designed to inspire and expand the way business challenges are approached and to offer a curriculum designed to hone the skills of those who are currently - or aspire to be - an entrepreneur.

International Business

International business is an important aspect of the business world today. This concentration prepares graduates for employment in positions with companies engaged in international commerce.

Leadership

This concentration prepares students to manage people, teams, and organizations in different cultural environments. It provides students with the tools they need to be successful organizational leaders.

Marketing

The concentration in Marketing is designed to provide students with a basic marketing background to prepare them for positions in business and government.

Total Number of Semester Credit Hours: 40
Credential awarded: Masters of Science

<u>Course Number</u>	<u>Course Name</u>	<u>Semester Credits</u>
<i>Core Courses (31 Credits)</i>		
MBA 5001	Decision Making & Problem Solving	3.0
MBA 5002	International Finance	3.0
MBA 5003	Project Management	3.0
MBA 5004	Managerial Accounting	3.0
MBA 5005	Management Information Systems	3.0
MBA 5010	Competitive Intelligence	3.0
MBA 5007	Human Resources & Knowledge Management	3.0
MBA 5008	Business Perspectives	3.0
MBA 5009	Tools for Business Statistics	3.0
MBA 6019	MBA Capstone	4.0
<i>Entrepreneurship (9 Credits)</i>		
MBA 6030	International Trade for Entrepreneurs	3.0
MBA 6031	International Entrepreneurships: Case Studies	3.0
MBA 6032	Creating New Ventures	3.0
<i>International Business (9 Credits)</i>		
MBA 6011	International Competitiveness	3.0
MBA 6013	Global Business Law	3.0
MBA 6014	Global Business Environments	3.0

	<i>Leadership (9 Credits)</i>	
LMS 5002	Leadership Theories and Practices	3.0
LMS 5003	Creating & Learning in Effective Organizations	3.0
LMS 6010	Cross-Cultural Human Relations & Negotiations	3.0
	<i>Marketing (9 Credits)</i>	
MBA 6016	Global Marketing Case Analysis	3.0
MBA 6022	Marketing Research and Analysis	3.0
MBA 6024	Marketing Strategy and Planning	3.0

9.02.2 **MASTER OF SCIENCE IN ORGANIZATIONAL LEADERSHIP**

The purpose of the Master of Science in Organizational Leadership degree is to enable students to acquire knowledge and develop competencies that will make them effective leaders at any level of an organization. The Master in Organizational Leadership degree prepares students to become leaders to serve in today’s dynamic organizations. Students will gain the knowledge, skills, and tools necessary to lead their organizations through complex changes in our global society by continually transforming their organizations through professional development and processes and implementing strategic initiatives to maintain a competitive advantage. This degree program concentrates heavily on leader-follower interactions, cross-cultural communications, coaching, influencing, and team development, leading organizational changes, strategic thinking, project leadership, and behavioral motivation theories.

Program Outcomes:

- Explain and evaluate the connection between theory and practice in current leadership settings.
- Discuss and develop a business plan with the leadership and ethical practices required to succeed.
- Identify and develop basic management coaching and mentoring skills.
- Explain and apply effective leadership competencies for managerial-level positions.
- Discuss and make use of best practices for relationships, conflicts, and business standards considering multicultural differences.
- Plan, develop, and evaluate an integrative learning project that offers a successful solution to a practical problem.

Total Number of Semester Credit Hours: 40
 Credential awarded: Masters of Science

<u>Course Number</u>	<u>Course Title</u>	<u>Semester Credit</u>
<i>Core Courses (31 credits)</i>		
LMS 5002	Leadership Theories and Practices	3.0
LMS 5003	Creating and Leading in Effective Organization	3.0
LMS 6008	Mentoring and Coaching	3.0
LMS 6010	Cross-Cultural Human Relations and Negotiation	3.0
LMS 6013	Communicating Leadership	3.0
LMS 6015	Leadership Capstone	4.0
MBA 5001	Decision Making and Problem Solving	3.0
MBA 5003	Project Management	3.0
MBA 5010	Competitive Intelligence	3.0
MBA 5009	Tools for Business Statistic	3.0
<i>Business (9 credits)</i>		
MBA 5005	Management Information Systems	3.0
MBA 5007	Human Resources and Knowledge Management	3.0
MBA 5008	Business Prospective	3.0

<i>Education (9 credits)</i>		
LMS 6016	Planning and Management of Education	3.0
LMS 6017	Curriculum and Instruction	3.0
LMS 6018	Learning Technologies Environments	3.0

9.02.3 ***DOCTOR OF BUSINESS ADMINISTRATION***

The Doctor of Business Administration degree prepares leaders to serve in today's dynamic organizations. Students will gain the knowledge, skills, and tools necessary to lead their organizations through complex changes in our global society by continually transforming their organizations through developing people and processes and implementing strategic initiatives to maintain a competitive advantage. The Doctoral Degree program incorporates a protocol of dissertation work, a research proposal, and a dissertation thesis. Progress through the program will be developed by connections between learning and planned career tasks, applying theories to leadership challenges at the students' organization. Dissertation work will identify a specific organizational challenge. Once data is gathered related to your identified problem, the student will analyze the data, considering related literature on the topic. The student will identify solutions to address the core issue of research based on new insights and ideas. Through this process, the student will demonstrate the ability to generate, and transform organizational leadership knowledge.

Program Outcomes:

- Discuss and contrast business issues and trends and analyze how to conduct business research in new global contexts.
- Analyze, compare, and evaluate advanced knowledge and competencies considering the latest academic business theories, new technological tools, financial analysis, and the use of operations research in the global field of business administration.
- Explain and apply effective research skills including formulation of research problems; integration of previous publications into an appropriate literature review; design of a research study; data analysis; and an ability to summarize and present the results.
- Generate and assess the ethical and social obligations and responsibilities of business for the purpose of responsible management.
- Discuss and combine the integration of business and non-business disciplines to generate novel ideas, strategies, and practical approaches to address the business problems faced by senior management in organizations.
- Evaluate complex industry challenges using the framework of industry rules and regulations to prescribe conclusions in real world environments.
- Analyze and develop techniques and ethical methods of business intelligence to overcome competitive barriers.
- Analyze and develop knowledge management principles and research methods in leading organizations in the world market.
- Complete final thesis such as a research study, presenting detailed results and analyses. Present a careful synthesis and evaluation of the work done and the findings obtained and project where future investigations lines may be.

Total Number of Semester Credit Hours: 60
Credential awarded: Doctor

<u>Course Number</u>	<u>Course Title</u>	<u>Semester Credit</u>
<i>Core Courses (21 Credits)</i>		
DBA 8000	Issues and Trends in Business	3.0
DBA 8001	Leadership to Shape the Future	3.0
DBA 8002	Creating and Leading in Effective Organization	3.0
DBA 8003	Knowledge Management and Intellectual Capital	3.0
DBA 8005	Economic and Competitive Intelligence	3.0
DBA 8006	Theoretical Foundations of Macroeconomics	3.0
DBA 8007	Organizational Theories and Processes	3.0
<i>Research Courses (24 Credits)</i>		
DBR 9008	Information Search for Research	6.0
DBR 9009	Design and Research Methodologies	6.0
DBR 9010	Applied Statistics in Research	6.0
DBR 9011	Collection and Analysis of Research Data	6.0
<i>Dissertation (15 Credits)</i>		
DBD 9012	Dissertation Project	3.0
DBD 9013	Dissertation Proposal	6.0
DBD 9015	Dissertation Applied Research	6.0

9.02.4

DOCTOR OF EDUCATION

The Doctor of Education degree prepares education scholars and leaders for the 21st century. The main components of online Ed. D programs are the Core Courses, Research Courses, and the Applied Dissertation. The Ed. D is focused on developing educational environments and aims to train doctoral students with a broad and solid multidisciplinary foundation, in understanding the problem of creation and implementation of new learning systems combining a different kind of learning deliveries. Students conduct studies that address the most pressing problems in education. Upon completion of the program, graduates assume roles as university faculty, senior-level educational leaders, and policymakers.

Program Outcomes:

- Discuss and contrast issues and trends and analyze how to perform educational research on international, multicultural, multidisciplinary, and multi-generational organizations.
- Compare and evaluate classical and contemporary theories of learning and their applications in different educational process-based technologies.
- Analyze and develop knowledge management processes for the application of research methods in educational institutions.
- Develop and apply modern instructional technologies in different learning environments.
- Discuss and make use of psychological and social theories in the field of education.
- Explain and apply effective research skills including formulation of research problems; integration of previous publications into an appropriate literature review; design of a research study; data analysis; and an ability to summarize and present the results.
- Complete final thesis such as a research study, presenting detailed results and analyses. Present a careful synthesis and evaluation of the work done and the findings obtained and project where future investigations lines may be.

Total Number of Semester Credit Hours: 60
 Credential awarded: Doctor

<u>Course Number</u>	<u>Course Name</u>	<u>Semester Credits</u>
<i>Core Courses (12 credits)</i>		
DOE 8000	Issues and Trends in Education	3.0
DOE 8002	Theoretical Foundations of Educational Environment	3.0
DOE 8003	Technology and Leadership in Educational Institutions	3.0
DOE 8010	Psychological and Social Theories of Education	3.0
<i>Research Courses (24 credits)</i>		
DBR 9008	Information Search for Research	6.0
DBR 9009	Design and Research Methodologies	6.0
DBR 9010	Applied Statistics in Research	6.0

DBR 9011	Collection and Analysis of Research Data	6.0
<i>Dissertation Courses (15 credits)</i>		
DBD 9012	Dissertation Project	.03
DBD 9013	Dissertation Proposal	6.0
DBD 9014	Dissertation Applied Research	6.0
<i>Educational Systems & Environment Courses (9 credits)</i>		
DOE 8004	Knowledge Management Process in Education	3.0
DOE 8005	Policy Analysis in Education	3.0
DOE 8006	Cross-National & Cross-Cultural Perspective in Education	3.0
<i>Instructional Leadership (9 credits)</i>		
DOE 8007	Foundations of Instructional Leadership	3.0
DOE 8008	Curriculum and Instruction	3.0
DOE 8009	Leadership Assessment and Development	3.0

10.01

*GENERAL EDUCATION COURSES***ASB 1001 English Composition I** (Credits: 3)

This course is an introduction to college-level writing, offering freshmen students training in the techniques and skills required to write unified, coherent paragraphs and essays and in the use of the library and electronic formats as a source of reference. Students receive instruction on the principles, practice, and skills of argumentation and critical reading and thinking.

ASB 1002 English Composition II (Credits: 3)

This course is designed to build upon the competencies acquired in English Composition I and to further refine students' writing process. Students develop proficiency in academic writing, information literacy, critical thinking abilities, and business documents. Prerequisites: ASB 1001

ASB 2038 College Algebra (Credits: 3)

The following topics are included in this course; functions; domain and range of a function; graphs of functions and relations; algebra of functions; composite and inverse functions; linear, quadratic, and rational functions; absolute value and radical functions and equations; exponential and logarithmic properties, functions, and equations; systems of equations and inequalities; mathematical modeling; and applications involving the able listed topics. (2)

ASB 2039 Statistics (Credits: 3)

This course is designed to provide students with a working knowledge of Probability and Statistics through assignments and forums. The students will learn to: organize data in different types of graphs, identify the use and misuse of graphical representations, apply, and interpret data distribution, measures of center, apply and interpret probability, apply and interpret numerical measures of variability, and calculate and interpret area under the normal distribution curve.

ASB 2045 Origin of Western Civilization (Credits: 3)

This course explores the meaning of civilization as a stage in the development of culture and examines some of the considerable cultural achievements of the earliest civilizations that have contributed to the cultural legacy of the West. Of particular interest will be the religious and philosophical ideas concerning the world and the human condition, especially as revealed in its literature, architecture, and other fine arts produced by each civilization. The civilizations examined include those of Mesopotamia, Egypt, Crete, and of the archaic and classical Greece.

BSB 2001 Psychology of Personal Effectiveness (Credits: 3)

This course is an interdisciplinary approach to the study of human interaction. It combines knowledge of psychology and sociology and other behavioral sciences. This is an applied psychology course which emphasizes the understanding of the principles of effective human behavior and their application to the areas of personal awareness, interpersonal relations, communication, and work/career development.

BSB 2002 Critical Thinking and Ethics (Credits: 3)

This course gives a practical background in critical thinking generally and applied specifically to ethical analysis, argumentation, discussion, writing, and the justification of ethical positions. The emphasis is on understanding the facts, concepts, and ethical claims in the issues, understanding the arguments on each side of the issue, and being able to formulate and defend your ethical conclusions. It will allow the students to apply critical thinking and ethical analysis to various important general issues, personal conflicts, and a variety of case studies in business.

BSB 2003 Social Basis of Behavior (Credits: 3)

This course introduces the scientific study of how thoughts, feelings, and behaviors, are influenced by the actual, imagined, or implied presence of others. Relevant research, theory, and practical applications will be covered. This course addresses social issues using current events to illustrate social-psychological constructs. Students will be given the opportunity to apply social psychological concepts to actual classroom experiences that demonstrate the social influences at play on behaviors and on internal cognitive events. The course canvasses the history of the field of social psychology.

BSB 2004 Principles of Earth Science (Credits: 3)

This course introduces the Earth Sciences including earth materials, surface and internal processes, earth history, oceanography, and atmospheric science.

BSB 2005 History of Life (Credits: 3)

This course reviews the evolutionary history of major groups of organisms as seen in the fossil record, including origins of animals and plants, and major events such as origin of earth and life, the marine invasion of land, mass extinctions, and the Ice Age.

10.02

UNDERGRADUTE COURSES

AIH 2015 Principles of Organizational Psychology (Credits: 3)

This course explores organizations from a psychological perspective. Various psychology theories and research methods related both to organizational cultures and leadership are examined. Major topics of study include Communication processes, collaboration processes, leadership, and conflict.

ASB 1012 Principles of Business (Credits: 3)

This course provides a general outline of the nature of business, including ownership, management, and organization. Business operations such as finance and decision-making controls are emphasized. The legal and regulatory environment in which business operates is examined.

ASB 2006 Principles of Microeconomics (Credits: 3)

This course emphasizes microeconomic concepts, including the mechanics of supply and demand, the economics of the firm, the allocation of resources, returns to factors of production, and the concept of a mixed economy and current microeconomic problems.

ASB 2007 Principles of Macroeconomics (Credits: 3)

This course offers an overview of the basic economic concepts and institutions. Students will learn the modern national income formation theory, economic fluctuations, money, banking, monetary and fiscal policy, economic stabilization theory and policy, the public sector, theory of economic growth and development comparative economic systems.

ASB 2008 Fundamentals of Human Resources Management (Credits: 3)

This course is designed to introduce students to the fundamentals of human resource management, including the business case for human resource management and an overview of the skills necessary to effectively manage human resources. This course studies effectively selecting, utilizing, assessing, and developing managers as well as the role of the Human Resource department in administering human resources in a changing and demanding environment.

ASB 2009 Principles of Financial Accounting (Credits: 3)

This course approaches accounting as an information or decision support system. Emphasis is placed on the analysis of business transactions and their effect on the operation of an enterprise. Major learning objectives provide the student with an in-depth understanding of the principles of financial accounting and the technique of accounting as applied in the United States.

ASB 2010 Principles of Accounting (Credits: 3)

This course is intended to provide a comprehensive view of accounting and to explain how accounting information is used by managers in various types of business organizations. The course is conducted and structured to have a balance between conceptual and procedural techniques.

The emphasis is on the development, interpretation, and application of managerial accounting information for planning activities, controlling operations, and making decisions.

ASB 2013 Business Law and Ethics (Credits: 3)

This course discusses the nature of legal, ethical, and societal environments of business. Emphasis is placed on business's social, legal, political, and ethical responsibilities to both external and internal groups for business. Other topics are state and federal laws, contracts, intellectual property, employment law, product liability, safety issues and environmental regulation.

ASB 2015 Information Management for Business (Credits: 3)

This course focuses on the information explosion, the globalization of economies, and the increased competition and how information technology (IT) is being used as a tool to implement business strategies and gain competitive advantage, not merely to support business operations. This course takes a management instead of a technical approach to the material presented. As such, it should be of interest to students of general management interested in information technology issues and to students of information technology interested in management issues.

ASB 2017 Principles of Project Management (Credits: 3)

This course introduces participants to Project Management as a business tool, developing skills and abilities to solve problems, organize and present projects, ensuring that the proposal relates to an idea based on entrepreneurship.

This course focuses on creating high performance teams and developing the leadership of Project Managers.

ASB 2019 Strategic Planning for Business (Credits: 3)

This course provides an overview and applications of strategic planning theories, methods, and group processes in different organizational environments. This course is designed to help students understand how to integrate knowledge of the various business disciplines and apply that knowledge to planning and managing strategic business activities.

ASB 2022 International Marketing (Credits: 3)

This course discusses basic marketing principles as they relate to business in an international setting. Emphasis is on the role of the marketing manager in the development of marketing strategies for a variety of markets in diverse cultural and economic situations. Topics include foreign market analysis, target market identification, product planning, promotion, and distribution.

ASB 2023 Branding and Advertising (Credits: 3)

This course presents a comprehensive overview, from a managerial viewpoint, of the field of advertising and shows the relationship of advertising to history, economics, marketing, social institutions, and customer psychology.

Included in the study are sales promotion, media organization, market functioning, brand promotion, analysis of consumer behavior, budgeting, legislation, and regulations. The course culminates with the students planning an advertising campaign.

ASB 2024 Digital Marketing (Credits: 3)

The main goal of the course is to help students understand digital marketing methods, from a variety of perspectives—as analysts, consumers, and entrepreneurs. That is, we emphasize fundamental concepts rather than specific tactics. We will also look at modeling approaches for executing key marketing tactics. An ancillary goal is to establish the importance of theory and empirical analysis as key facilitators of this process. This course offers marketing strategies and approaches as applied to electronic commerce: planning, implementation, and management of online customer promotional activities in an online environment.

ASB 2025 Principles of International Trade (Credits: 3)

This course deals with the economics of globalization or cross-border economic activity. More specifically, the course focuses on international transactions that involve a physical movement of goods (trade flows) or factors of production (migration, foreign direct investment). Three themes are explored: the gains from trade (including the impact of trade on income distribution), the pattern of trade, and protection.

ASB 2026 International Business Competitiveness (Credits: 3)

This course examines international business with an emphasis on cultural diversity. Topics include an overview of cultural similarities and differences among developing and developed countries.

ASB 2027 Globalization and Business (Credits: 3)

This course offers a study of political and economic relations in connection with structural power sources that directly and indirectly affect the design and shape of the global political economy. This course analyzes economic globalization from a historical perspective. It evaluates the arguments of both its critics and advocates, and pays particular attention to problems of trade, finance, and economic development in an economically integrating world.

ASI 1001 Service Desk Concepts (Credits: 3)

This module introduces the students to the concepts and skills of system analysis and design. It includes expanded coverage of data flow diagrams, data dictionary, and process specifications.

ASI 1002 Introduction to Information Technology (Credits: 3)

This course introduces the student to current information technology with an emphasis on online design and application. Students will be introduced to hardware and software concepts, online media, blogs, and general networking concepts and security, as well as how to effectively develop and manage online identity.

ASI 1020 Mathematical Logic (Credits: 3)

This course covers propositional logic and certainty and validity tests, application of set number theory and counting principles for solving problems. The course develops the skills of abstraction for computer-related activities.

ASI 2003 Software Operations (Credits: 3)

This course defines, explains, and applies introductory operating systems concepts: process management, inter-process communication, memory management, I/O systems, and file systems.

ASI 2008 Fundamentals of Database Management (Credits: 4)

This course emphasizes database concepts, developments, use and management in three main sections: database concepts, practice, and emerging trends. Relational database systems are the focus, but other types, including object-oriented databases, are studied. The practical design of databases and developing database applications using modern software tools is emphasized.

ASI 2009 Networking Management Fundamentals (Credits: 4)

This course provides students with instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software.

ASI 2011 Web Page Development Concepts (Credits: 4)

The course covers using HTML (Hyper Text Markup Language), CSS (Cascading Style Sheets), and JavaScript to produce powerful interactive Web content.

ASI 2013 Associate Capstone (Credits: 4)

The Associate Option Capstone is designed to provide knowledge on the identification, analysis and synthesis of current trends and incremental changes in the chosen technical area of study.

ASI 2014 Computer Programming Fundamentals (Credits: 4)

This course is designed as an introduction to computer science using Python, a general-purpose and very popular language. Topics include variables and data types, decision structures, loops, functions, recursion, and object-oriented concepts.

ASI 2015 Office Productivity Tools (Credits: 4)

This course focuses on gaining fundamentals hands-on experience using the integrated programs of Productivity Tools. It is designed to use the basic features of Google Docs, Google Sheets, Google Slides, Google communication tools, Google Calendar, Google Drive, Google Forms and to integrate data between the applications.

ASI 2016 Hardware Operations (Credits: 3)

Upon successful completion of this course, students will be able to configure a computer and its components to match specific requirements. Students will also learn to identify different kinds of network cabling, connection types, and mobile device technologies.

BSB 2015 Corporate Finance (Credits: 3)

This course approaches financial management to organizations, including ratio analysis, leverage, cash budgeting, and capital structure as base topics. This course examines important issues in corporate finance from the perspective of financial managers who are responsible for making a significant investment and financing decisions. The concept of net present value, suitably adapted to account for taxes, uncertainty, and strategic concerns, is used to analyze how investment and financing decisions interact to affect the value of the firm.

BSB 2018 Statistics for Business Decisions (Credits: 3)

This course analyzes some basic elements of probability theory such as Bayes' theorem, decision trees and expected value criterion, value of information, utility in decision making, simple linear regression, multiple regression, analysis of variance, and time series analysis.

BSB 2020 Innovation Management (Credits: 3)

This course aims to equip management students with an understanding of the main issues in the management of innovation and an appreciation of the relevant skills needed to manage innovation at both strategic and operational levels. It provides evidence of different approaches based on real-world examples and experiences of leading organizations from around the world.

BSB 2051 Entrepreneurial Finance (Credits: 3)

This course covers the financial aspects of small business entrepreneurship for present and future owners of sole proprietorships, partnerships, and small nonpublic corporations. The course focuses on updated financial statement coverage; forecasting definitions and formulas; equipment replacement by using the low-cost model; application of operation techniques to examples of small businesses including capital budgeting and working capital management.

BSB 2153 Small Business Management (Credits: 3)

This course examines and analyzes the managerial functions of planning, organizing, staffing, directing, and controlling applied to small business. Retailing, whole- selling, manufacturing, and service type business organizations are discussed.

BSB 3031 Negotiation & Conflict Resolution (Credits: 3)

This course analyzes the concepts of leadership theory and methods to improve skills in entrepreneurial management. This course views conflict as an ever-present component of any decision-making environment, including planning, public administration, and non-profit management.

It offers tools for: understanding the nature of conflict and individual and joint decision-making processes; devising individual and group strategies that minimize the destructive consequences of conflict; identifying and negotiating solutions satisfactory to all involved.

BSB 3038 Consumer Behavior (Credits: 3)

This course offers an analysis of consumer motivation, buying behavior, market adjustment and product innovation. Behavioral aspects of the marketing process from producer to ultimate user or consumer are considered.

BSB 3039 Marketing Research (Credits: 3)

This course discusses research procedures and techniques for problem solving in marketing. Concepts are explored, and the incorporation of information resources into the management function demonstrated. The primary goal of this course is to equip students with an understanding of how market research can help them make business decisions and how they can transform research findings into actionable business insights. The course also aims to help students gain the ability to evaluate and interpret research designed and conducted by outside providers.

BSB 3040 Marketing Tools (Credits: 3)

This course analyzes the development of advanced tools and methods relevant to the creation, design, and implementation of an integrated marketing program. This course is designed as a robust introduction to marketing principles, concepts, tools, and techniques. The goal is to expose students to these elements as they are used in a wide variety of industry settings, including consumer and industrial goods, manufacturing and service industries, small and large businesses, and domestic and global contexts.

BSB 3041 Marketing Strategy and Planning (Credits: 3)

This course discusses the process of creating a marketing plan including analyzing the environment, establishing marketing objectives, and developing customer and marketing mix strategies. This course will help train the student to perceive and define business problems and opportunities, as well as to devise action plans for solutions and successful business plan implementation. The course emphasizes the need for and execution of research activities to answer business questions, especially regarding marketing, that are a part of the business plan development process.

BSB 3042 Bachelor Capstone (Credits: 3)

This course is a comprehensive final course in which the student will develop from conception to conclusion a final work in a field of their interest. This course will be a capstone course for the program. The student will work closely with the instructor in a required time frame.

BSB 3047 International Business Law (Credits: 3)

This course provides a review of international laws and regulations affecting the international business arena. The course aims at exposing the student to the legal

implications of transacting business across national borders. The focus will be on transactional international business and special emphasis will be placed on the evolving changes in international regulation and its impact on multinational companies.

BSB 3048 International Business and Finance (Credits: 3)

This course focuses on international financial management and international trade. The topics covered include trends in international banking, the balance of payments, and the determination of exchange rates. We will also examine the challenges and problems faced by firms planning to do international business.

BSB 3049 International Business Negotiation (Credits: 3)

This course provides an overview of negotiation theories and practices of international importance – bilateral, regional, and multilateral. The emphasis is on different approaches to understanding what drives the negotiation process and explains the outcome.

BSB 3055 Franchise Management (Credits: 3)

This course emphasizes the important aspects of starting and managing a franchise business. Specific attention is placed on the characteristics of the franchisor and franchisee; evaluation of franchising opportunities; legal concerns of franchising; the development of appropriate strategies and the successful planning, implementation and launching of a new business.

BSB 3057 Entrepreneurship Experience (Credits: 3)

This course will guide the students through the case study method, computer simulations, and from local businesses researching the issues and challenges facing entrepreneurs. It includes finance, marketing, human resources, valuation techniques, turnaround management, exit strategies, and ethical considerations.

BSB 4020 Ethical Role of the Manager (Credits: 3)

This course introduces contemporary and controversial ethical issues facing the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.

BSB 4023 Marketing Principles and Application (Credits: 3)

This course focuses on the marketing concept and examination of a marketing-oriented firm. Topics include consumer behavior, market analysis, and the marketing mix. Students will produce a marketing plan.

BSB 4024 Operations Management (Credits: 3)

This course develops the student's personal understanding of processes, process capabilities and results and then transfers those into the business environment. Topics include process flow and capability, operations strategy, total quality management (TQM), supply chain and capacity management, process improvement, and project management.

BSB 4031 Fundamentals of Leadership

(Credits: 3)

This course will study the changing responsibilities of first-level supervisors. Topics include high-quality management, multicultural diversity, dealing with unions, equal opportunity legislation, discipline procedures, and organizational ethics and politics.

BSB 4032 Competitive Intelligence for Business

(Credits: 3)

This course introduces participants to competitive intelligence (CI) as a management tool that business should be able to use to improve their performance. Competitive Intelligence for Business focuses on the understanding of CI, the resources needed, its scope, and the ethical and legal constraints of the discipline. The course has a practical approach, with a special focus on the utilization of CI resources by businesses, and particularly on the solution of problems in the organizations where the students develop their professional activities.

BSB 4046 International Business

(Credits: 3)

This course surveys the legal and cultural environment of international business; the international financial system; management of international operations; personnel and labor relations; international marketing; international economics, trade, and finance; multinational enterprise; and international accounting.

LMS 5002 Leadership Theories and Practices (Credits: 3)

This course introduces students to the major theories of leadership and their application in personal and professional settings. Students will engage in self-reflective and applied learning activities that allow them to draw upon their personal characteristics and experiences to make connections between class work and their leadership roles in their communities. Emphasis is placed on identifying work behaviors aligned with relating to people, thinking styles, and emotional intelligence that is necessary to become successful in any organization. It emphasizes career development, cultural fit and interpersonal savvy. Contemporary literature, case studies and work styles assessment will be used to support learning.

LMS 5003 Creating and Leading in Effective Organizations (Credits: 3)

This is a course that combines step-by-step content to build a business plan with the leadership and ethical practices required to succeed. Effective leadership and time management are required to build an ethical organization that incorporates social responsibility with the community.

LMS 6008 Mentoring and Coaching (Credits: 3)

This course is designed to support students in the development of basic management coaching and mentoring skills, and to identify the links between coaching, mentoring and the achievement of business goals. The course also allows understanding of coaching as a multidisciplinary profession that can be undertaken as a career by itself, or to add value to their actual management roles.

LMS 6010 Cross-Cultural Human Relations and Negotiation (Credits: 3)

This course is designed to promote effective leadership competencies for managerial level positions and to enhance interpersonal skills for effective communication and productivity. This course explains potential differences in the negotiation styles of counterparts from other cultures. This course will allow students to develop negotiation skills experientially and understand negotiation in useful analytical frameworks. Considerable emphasis will be placed on negotiation exercises and role-playing in class, followed by group discussion, lecture and individual analysis.

LMS 6013 Communicating Leadership (Credits: 3)

This course focuses on today's effective leadership, less on control and more on the strategic use of communication to build relationships and guide behavior. It examines the various ways leaders can communicate more effectively in contemporary organizations.

LMS 6015 Leadership Capstone (Credits: 4)

This course provides the students the opportunity to develop critical thinking, team building, leadership, and civic literacy to build leadership capacity and professional potential. It offers strategies and skills that are transferable to academic, personal, and professional endeavors. Service-learning may be included. Students will submit an end-of-course portfolio.

LMS 6016 Planning and Management of Education (Credits: 3)

This course will focus on (1) formal and informal organizational structures, concepts, and practices, (2) the management process, (3) administrative and supervisory functions with reference to personnel, and (4) program and fiscal management.

LMS 6017 Curriculum and Instruction (Credits: 3)

This course includes the historical, sociological, philosophical, and psychological examination of school curriculum, instructional theories, trends and curriculum structure. The course also prepares the students to make decisions about best practices that should be implemented in the learning environments as part of the teaching and learning process. This course also explores researched based methods for implementing instruction based upon the work of theorists that have presented pedagogy according to strategies and methodologies proven to be effective.

LMS 6018 Learning Technologies Environments (Credits: 3)

The course features the most recent trends in learning primarily through educational technologies. It includes perspectives that consider who is learning, how it is being learned, what design variables are needed to ensure learning takes place in different learning environments, and societal and technological influences on learning.

MBA 5001 Decision Making and Problem Solving (Credits: 3)

This course examines the decision-making and problem-solving role of the manager/facilitator/leader considering personal, organizational, and societal needs judged by standards of effectiveness and ethics. Decision making and problem-solving processes in organizations, utilizing logical and creative problem-solving techniques. Application of theory is provided by experiential activities such as small group discussions, case studies, and the use of other managerial decision aids.

MBA 5002 International Finance (Credits: 3)

This course offers a study of the international dimensions of finance on both developed and underdeveloped nations, the role of multinational corporations, foreign exchange rates and markets, international sources of funds, the cost of capital, financial structure, and capital budgeting for foreign projects.

MBA 5003 Project Management (Credits: 3)

This course introduces participants to Project Management as a business tool, developing skills and abilities to solve problems, organize and present projects, ensuring that the proposal relates to an idea based on entrepreneurship. This course focuses on creating high performance teams and developing the leadership of Project Managers.

MBA 5004 Managerial Accounting (Credits: 3)

This course examines the corporate dimension of financial reporting and analysis. It provides an in-depth look at the enterprise and the preparation and presentation of financial statements. Topics covered include corporate taxation, transfer pricing, foreign currency translation, financial disclosure, and accounting harmonization.

The course promotes quantitative skills and the understanding of accounting and financial management in complex situations.

MBA 5005 Management Information Systems (Credits: 3)

This course explores the use of technologies both to build innovative systems to gain competitive advantage and to optimize operations for competitive advantage, particularly using enterprise information systems. The implementation and use of these systems to build strategic partnerships and customer relationships are also discussed.

MBA 5007 Human Resources and Knowledge Management (Credits: 3)

This course prepares Human Resources Managers to participate in organizational knowledge management efforts and facilitates management of knowledge. The course using case studies of many organizations shows the various aspects of Knowledge Management and how the three aspects, Strategy, Technology and HRM need to be aligned together to manage knowledge management.

MBA 5008 Business Perspectives (Credits: 3)

This course provides a general outline of the nature of business, including ownership, management, and organization. Business operations such as finance and decision-making controls are emphasized. The legal and regulatory environment in which a business operates is examined.

MBA 5009 Tools for Business Statistic (Credits: 3)

This course analyzes statistics as the science of learning from data to support decision making. The objective of this course is to explore and apply statistical concepts and procedures that are used to collect, analyze, summarize, and report data in typical business situations. The main content emphasizes descriptive and inferential statistics, and hypothesis testing and probability.

MBA 5010 Competitive Intelligence (Credits: 3)

This course pays fundamental attention to the understanding of CI, its resources and scope. Special attention is given to the identification of the kind of problems that CI can solve, the methods to do it and the ethical constraints of this discipline. The course has a practical approach, with a particular focus on the utilization of CI resources by any organization.

MBA 6011 International Competitiveness (Credits: 3)

This course is a special study of international competitiveness with an emphasis on cultural diversity and an overview of cultural similarities and differences among developing and developed countries. The course develops a global orientation and assesses situations and devices solutions.

MBA 6013 Global Business Law (Credits: 3)

This course provides a survey of international laws and regulations affecting the international business arena. A special emphasis will be placed on the evolving changes in international regulation and its impact on multinational companies. This course promotes a solid business judgment and desire to tackle complex business problems, and a creative/conceptual way of thinking.

MBA 6014 Global Business Environments (Credits: 3)

This course offers an integrative, interdisciplinary view of more specialized courses and self-directed learning. It takes a global view on business, investigating why and how companies go international, providing students a conceptual tool by which to understand how economic, social, cultural, political, and legal factors influence both domestic and cross-border business. Globalization is considered as the process by which national economies are becoming more integrated. International dimensions of business functions and operations are offered, with consideration of their global interactions.

MBA 6016 Global Marketing: Case Analysis (Credits: 3)

This course lays the foundation to gaining competitive advantage in the global marketplace by providing a hands-on understanding of the competitive implications affecting global marketing strategies, as well as covers the factors that govern the decision to enter export marketing and analyzes planning, organizing, and managing an international business marketing strategy. Topics include foreign market surveys; understanding trade barriers, pricing, distribution channels, and cultural differences that affect marketing strategies; and how to create a global marketing strategy. Students should leave the course with a comprehensive understanding of global competitive marketing core concepts and how global marketing strategies can affect a company's future performance.

MBA 6019 MBA Capstone (Credits: 4)

This Capstone course is the culminating course/event for all the other courses and content a student has undertaken to achieve the MBA degree. In this course the students will bring to bear all the learning and knowledge from the previous courses to show competence in the field of Business Administration. Specifically, students are expected to submit a comprehensive work, developing a Business Plan, Proposal (for Project, Program, Process, etc.), or any other comparable work.

MBA 6022 Marketing Research and Analysis (Credits: 3)

This course provides the study of research procedures and techniques for problem solving in marketing. Concepts are explored, and the incorporation of information resources into the management function demonstrated. Promote coordination/project management skills, presentation skills, ability to recognize key factors in extensive data.

MBA 6024 Marketing Strategy and Planning

(Credits: 3)

This course discusses the process of creating a marketing plan including analyzing the environment, establishing marketing objectives, and developing customer and marketing mix strategies. The course promotes the ability to motivate others, strategic thinking, multi-functional team experience and creativity.

MBA 6030 International Trade for Entrepreneurs

(Credits: 3)

This course provides graduates with key concepts and skills to identify international opportunities/threats, analyze their impact, formulate appropriate strategies, and implement applicable action plans to achieve company goals. It will help graduates to understand today's competitive global environment, marketing, finance, and policy. The course also examines legal, logistical, organizational, and cultural issues.

MBA 6031 International Entrepreneurship: Case Studies

(Credits: 3)

This course provides students with the knowledge to start and manage a new business understating that it is a risky albeit potentially rewarding undertaking. The complexity and challenges (as well as the potential payoffs) facing entrepreneurs and business managers vary across different countries and are even greater when their business ventures are international in scope. This course addresses the issues specific to international venturing including search and identification of opportunities in foreign markets, logistics of international business expansion, cross-cultural business communication, and international sourcing, international deal-making, and networking.

MBA 6032 Creating New Ventures

(Credits: 3)

This course provides students with the knowledge to master today's most effective corporate finance tools and techniques for successful entrepreneurial ventures. The Creating New Ventures course follows the "life cycle of the firm" as it introduces the theories, knowledge, and financial tools any entrepreneur needs to start, build, and eventually harvest a successful business venture. Students will focus on sound financial management practices, such as how and where to obtain financial capital, the stages of financing, business cash flow models, and strategic positioning. Also, students will even gain important insights into effectively interacting with the financial institutions and regulatory agencies that are central to financing ventures. The course provides the knowledge and insights needed for entrepreneurial success.

DBA 8000 Issues and Trends in Business (Credits: 3)

This course affords the opportunity to perform research on international, multicultural, multidiscipline, and multigenerational organizations. Several aspects will be examined; cultural leadership skills, styles, practices, and trends will be reviewed. Applications of theory and conversion to practice will be examined using case studies, demonstration, and practice. The latest organizational theories will be reviewed as well as team leadership, collaboration, facilitation, and ethical considerations.

DBA 8001 Leadership to Shape the Future (Credits: 3)

This course allows students to explore and examine the role of leadership in shaping learning organizations in the 21st century. Leadership is examined as the capacity of individuals and groups to generate and sustain significant organizational purposes and processes needed to shape the organization's future. It is presented as a multifaceted discipline of diverse roles and responsibilities. Major themes of study are theoretical frames of organizational leadership, personal frames of leadership learning, and futuristic frames of organizational leadership.

DBA 8002 Creating and Leading in Effective Organization (Credits: 3)

This course explores the development of organizations with a purpose from the leader's perspective. Various leadership theories and research related to both leadership and organizational cultures are examined. Students will discuss the challenges and responsibilities encountered in shaping and creating an intentional organization. Major topics of study include leadership theories; leader-related skills and styles including team building; the role of ethics and ethical decision making in organizational settings; and managing organizational diversity.

DBA 8003 Knowledge Management and Intellectual Capital (Credits: 3)

This course introduces the students to some of the critical issues and debates in knowledge management. The course stresses the human and business aspects of knowledge management. It will be taught from the perspective of the user of technical tools and methods. Currently, a company who does not care for its human capital, not motivating it and not training it is determined to failure. Following the philosophy of the HIU learning model, this course combines knowledge management and human capital with the application of research methods. The course introduces students to the ways in which organizations create, identify, capture, and distribute knowledge, i.e., knowledge management (KM). Topics include knowledge management principles; new organizations and human capital; integration of intellectual capital, and how to measure it.

DBA 8004 Organizational Theories and Processes (Credits: 3)

This course analyzes the interactive process and functions between leaders and groups utilizing concepts, generalizations, theories, and frames of reference to analyze organizations and requisite leadership for improving organizational operations.

DBA 8005 Economics and Competitive Intelligence (Credits: 3)

This course introduces participants to Economic and Competitive Intelligence (CI) as a management tool, contributing to developing skills and abilities to solve organizations' problems by the students. Economic and Competitive Intelligence pays fundamental attention to the understanding of CI, its resources, and scope. Particular attention is given to the identification of the kind of problems that CI can solve, the methods to do it and the ethical constraints of this discipline. This course has a practical approach, with a particular focus on the utilization of CI resources by any organization.

DBA 8006 Theoretical Foundations of Macroeconomic (Credits: 3)

This course examines the main bodies of economic theory that have been used to guide economists' and policymakers' understanding of macroeconomy. Macroeconomics is the study of economic aggregates, of national and international economies, and of the economic management role played by governments and international organizations. The course provides a comprehensive survey of modern macroeconomics. It covers the determination of output and the price level, labor markets and unemployment, savings and investment, financial markets, monetary economics, the public sector, macroeconomic policy, and international economics.

DBD 9012 Dissertation Project (Credits: 3)

This course focuses on formulating research problems, it proposes and develops a preliminary literature review, and formulates research questions for the dissertation project. The dissertation project paper represents the first stage in the dissertation process that ultimately will allow the student to demonstrate mastery of a chosen field of study and make an original contribution to that field.

DBD 9013 Dissertation Proposal (Credits: 6)

Dissertation Proposal emphasizes the formulation and writing of the dissertation proposal and the process for IRB approval. Methodology and content for each of the proposal chapters are defined, including a thorough discussion of the role of the literature review to support or refute the dissertation topic.

DBD 9014 Dissertation Applied Research (Credits: 6)

This stage presents, in sufficient detail, the research findings and data analyses, and describes the systematic and careful application of the research methods. Additionally, this stage discusses the findings and expounds on their importance, meaning, and significance. Dissertation Applied Research involves the dissertation final report approval.

DBR 9008 Information Search for Research (Credits: 6)

This course introduces participants to the concepts and techniques of information search for scientific researchers. It also contributes to creating skills for conducting information searches in a proper way as well as to correctly report the results, based on literature search.

The course puts the focus on abilities for locating information sources, and on the evaluation and selection of those information sources appropriate in specific science fields. Attention is given as well to bibliographic formats and reference management systems to allow researchers to create their own bibliographies.

DBR 9009 Design and Research Methodologies (Credits: 6)

This course is centered on offering the opportunity to survey the different alternatives to conducting research in business environments. The participant should gain a solid understanding of conducting and evaluating research. A set of activities is established to get the desired learning outcomes to successfully conduct a study to solve or look for possible answers to investigation questions. In this arena, the scientific method is widely accepted as an approach to systemically collect, analyze, and report data to increase the understanding of a specific topic.

DBR 9010 Applied Statistics in Research (Credits: 6)

This course emphasizes the use of statistics in the context of research in the field of business administration. It is oriented to the development of competences in the use of descriptive, experimental, and correlational research methods with the corresponding support of associated statistical techniques, such as descriptive measures, inferential statistical techniques, and simple and multiple correlation/regression measures. Students participate in the data collection and analysis processes with the support of appropriate statistical software and perform the interpretation of the results which are integrated in APA-style research reports.

DBR 9011 Collection and Analysis of Research Data (Credits: 6)

This course offers commonly used statistical analysis for evaluating research data, selection of appropriate analysis procedures, evaluation and reporting of information, and application to problems. The phrase "field data collection & analysis" reflects the course's broad concern with the principles and problems related to designing (including proposal writing), planning, and implementing surveys; data analysis; and reporting research results.

DOE 8000 Issues and Trends in Education (Credits: 3)

The course describes analyses and presents the most relevant aspects related to megatrends, new learning models, the impact of technologies, and the application of new quality frameworks in education.

DOE 8002 Theoretical Foundations of Educational Environments (Credits: 3)

This course is an overview of classic and contemporary theories of learning and their applications in educational technology and emerging orientations, implications for practice. Explores foundations, history, perspectives, and literature in the field. Enables students to think more critically about their efforts and career goals.

DOE 8003 Technology and Leadership in Educational Institutions (Credits: 3)

This course examines how companies, governments and other groups should change with the changing economic and technological conditions, as do educational institutions.

We live in a time of transition from education at a time when businessmen, politicians, academics, and the wider community are defining what should be the education of the future. This course analyzed the main trends influencing education, and approaches, how teaching and learning institutions change with the development of information technologies.

DOE 8004 Knowledge Management Process in Education (Credits: 3)

In contrast to conventional education, an alternative education system would be based on knowledge management and rationalized by a practical learning theory based in a natural learning process. This practical learning theory can be used to build an alternative education system that transcends diversity and creates equal opportunity of learning for everyone. The system would be based on knowledge management and used to rationalize the design of programs, the development of curriculum and the facilitation of learning. It would also provide the basis for a practical teacher training program to provide teachers with clearly defined professional teaching competencies.

DOE 8005 Policy Analysis in Education (Credits: 3)

This course examines the ways in which educational policies influence the organization, form, and content of teaching and learning. It relates social and educational thought about the goals, purposes, and methods of schooling to federal, state, and local policy initiatives, and it explores how politics, social conditions, educational philosophies, and research frame these initiatives. Students will analyze policies and their implementation, as well as the theories about education, teaching, learning, and human behavior that underlie different policy paradigms.

DOE 8006 Cross-National & Cross-Cultural Perspective in Education (Credits: 3)

The main goal of this course is to help students understand the effect of such variation on the way that people think -- and feel. A secondary goal is to alert students to the ways in which those effects can be measured and to underline the contribution that different methods -- experiments, large scale surveys, and participant observation -- can make to our understanding of such effects. The final goal is to underline how educational provision and its impact vary dramatically across the globe. The course will teach students to describe and analyze cultural phenomena in our practices that seem natural to us. Using sources from anthropologists, historians, and their own lives. Through a study of samples from a variety of cultures, students will examine the fluidity and multiplicity of cultural identities and borders. Ways in which cultures change, how cultures shape and are shaped by individuals, how misunderstandings and tensions arise between cultures, and how those differences evolve are central issues in the course. Understanding some of the dynamics of cultural identity and difference is essential for becoming a global citizen.

DOE 8007 Foundations of Instructional Leadership (Credits: 3)

This course examines relationship among curriculum, instruction, and assessment of student learning the use of data for instructional decision making and encouraging educators' reflection on their practice; and the development of comprehensive, educational structures for the improvement of student achievement through a systemic process of planning, designing, implementing, and evaluating curriculum, instruction, and assessment.

DOE 8008 Curriculum and Instruction (Credits: 3)

The purpose of this course is to learn how to apply school information appropriately to instruction and curriculum development in practical settings. An integral part of this course is to provide students with the opportunity to develop skills related to developing an appropriate curriculum. As students gain a broader understanding of the behavior of schoolchildren, this knowledge will be reflected in their curriculum planning.

DOE 8009 Leadership Assessment and Development (Credits: 3)

The course focuses on developing and accessing school leaders who require clearly defining their responsibilities, providing access to appropriate professional development throughout their careers and acknowledging their pivotal role in improving school and student performance. Additional examinations of what are the different roles and responsibilities of 21st-century school leaders and how countries have succeeded in developing effective school leaders at scale local and global.

DOE 8010 Psychological and Social Theories of Education (Credits: 3)

This course is designed to provide an extensive study of psychological and social theories in the field of education. It will examine the historical/social milieu that gave rise to the theories. In addition, the major tenets of the theories and their implications for educational policy, research, and critical practice. In addition, the strengths and weaknesses of the theories will be questioned.

APPENDIX A



Date:

From:

**To: Carlos Montes de Oca
Executive Director**

Ref: Student Grievance

Purpose: *Humboldt International University has a grievance policy for students who feel that they are victims of discriminatory practices or sexual harassment. The grievance policy is also intended for students who are dissatisfied with any other academic or administrative aspect of the university's activities. To lodge a complaint, the student must complete and submit to the Executive Director a "STUDENT GRIEVANCE FORM." See Appendix B. Immediately after the claim has been received, the Executive Director will initiate an appropriate investigation. The student(s) that has (have) lodged the claim will be informed about the progress of the investigation within seven (7) days from the day the claim has been received. Once the investigation has been completed, the complainant(s) will be notified of the final determination.*

Please explain in your own words why you are writing a student grievance.